MARCH 26, 2019
MONTHLY MEETING OF
THE BOARD OF TRUSTEES

On **March 26, 2019**, 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. The Board will meet in closed session immediately following the Monthly Meeting to discuss collective bargaining 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
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. – March 26, 2019
ROOM 150, MORRIS LAWRENCE BUILDING
4800   Huron River Drive, Ann Arbor, Michigan

I. **CALL TO ORDER, APPROVAL OF AGENDA**

II. **APPROVAL OF MINUTES (Action)**..Tab A
February 26th Organizational and Monthly Meeting and March 12th Retreat

III. **CITIZEN PARTICIPATION**
   A. Verbal Communications
      1. WCC Education Association
      2. Public
   B. Written Communications

IV. **SPECIAL REPORTS**
   A. Appreciation to Toyota
   B. Affirmative Action Report

V. **REPORTS**
   A. Monthly Reports
      1. Personnel Recommendations **(Action)**...Tab B
      2. Financial Reports (February 2019) **(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. 2019 – 20 Tuition and Fee Rate for Credit Classes **(Action)**...Tab E
      2. Approval of Discontinuation of Programs for 2019 -20 **(Action)**......................................Tab F
      3. Approval of New Programs for 2019 – 20 **(Action)**...Tab G
      4. Approval of Revisions to Policy 3043, Curriculum Purpose and Effectiveness Policy **(Action)**................Tab H
      5. Approval of Revisions to Policy 3045, General Education Philosophy and Requirements **(Action)**........Tab I
      6. Approval of Revisions to Policy 3046, College Degree Structure Policy **(Action)**....................................Tab J

VIII. **NEW BUSINESS**
   A. Discussion
      1. Resolution to Recommend the Allowable 2019-20 Ad Valorem Tax Rate ....Tab K
      2. Advanced Transportation Center Design Contract...Tab L
      3. Health & Fitness Center Womens' Hot Tub Replacement Contract..Tab M

IX. **ADJOURNMENT OF MONTHLY MEETING and Move into Closed Session (Action)** - The Board will meet in closed session immediately following the Monthly Meeting to discuss collective bargaining

Board of Trustees
Washtenaw Community College

TAB A

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

Subject
Approval of Minutes

Date
March 26, 2019

RECOMMENDATION

That the Board of Trustees approve the minutes of the February 26th Organizational and Monthly Meeting and March 12th Retreat as submitted.

Prepared by: Vanessa Brooks

Title: Director of President
                and Board Affairs

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

Rose B. Bellanca, President

WASHTENAW COMMUNITY COLLEGE
ORGANIZATIONAL & MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. – FEBRUARY 26, 2019

CALL TO ORDER

The Organizational Meeting of the Board of Trustees of Washtenaw Community College was called to order by President Rose Bellanca on February 26, 2019 at 6:01 p.m. in Room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

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

ELECTION OF OFFICERS (Action)

Chair

Trustee McKnight-Morton nominated Trustee Fleming for the position of Chair of the WCC Board of Trustees for the two-year period ending December 31, 2020.

The election of Trustee Fleming as Chair was supported unanimously. The motion was adopted.

Vice Chair

Trustee McKnight-Morton nominated Trustee Milliken for the position of Vice Chair of the WCC Board of Trustees for the two-year period ending December 31, 2020.

The election of Trustee Milliken as Vice Chair was supported unanimously. The motion was adopted.

Secretary

Trustee McKnight-Morton nominated Trustee DeVarti for the position of Secretary of the WCC Board of Trustees for the two-year period ending December 31, 2020.

The election of Trustee DeVarti as Secretary was supported unanimously. The motion was adopted.

Treasurer

Trustee McKnight-Morton nominated Trustee Davis for the position of Treasurer of the WCC Board of Trustees for the two-year period ending December 31, 2020.

The election of Trustee Davis as Treasurer was supported unanimously. The motion was adopted.

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board elections be closed. The motion was adopted.

CALL TO ORDER

The Monthly Meeting of the Board of Trustees of Washtenaw Community College was called to order by Chair Christina Fleming on February 26, 2019 at 6:07 p.m. in Room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

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

APPROVAL OF AGENDA (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board approve the agenda for the February 26th Monthly Meeting. The motion was adopted.

2019 and 2020 Schedule of Monthly Board Meetings (Action)

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the Board adopt and publish the calendar of regular meetings for 2019 and 2020 as indicated on the attached sheets, with exceptions as indicated in italics. The fourth Tuesday of each month is established as the regular monthly meeting time at 6:00 p.m. in Room 150 of the Morris Lawrence Building. The motion was supported unanimously. The motion was adopted.

Trustee Assignments

Chair Fleming asked Trustees to email her with their interest(s). Trustee Assignments will be made at the March Meeting.

Approval on Minutes (Action)

It was moved by Trustee McKnight-Morton and seconded by Treasurer Davis that the Board approve the minutes of the December 11th Monthly Meeting. The motion was adopted

CITIZEN PARTICPATION

WCC Education Association

Ms. Julie Kissel, WCCEA 2nd Vice President, English and Writing Faculty spoke to the Board about the WCCEA State of the Union sent to the Board. Lastly, she mentioned the upcoming WCCEA elections and adjunct negotiations.

Public Comments

There was no public comment given.

Written Communications

There were two written communications received.

SPECIAL REPORTS

YouthBuild/Habitat House Update

Ms. Linda Blakey, Vice President of Student and Academics Services, gave the Board an update on the YouthBuild Grant. She also informed the Board of the partnership with

Habitat for Humanity, Local 190 and the assistance of the Youth Build Grant students in building a home for a local family.

The Board also heard comments from Habitat for Humanity staff Laura Town and Rob Nissly as well as Randall Whitaker from UA Local 90 on the project.

Spain Study Abroad Presentation

Ms. Julie Morrison, Executive Director of Planning, Accreditation and Institutional Effectiveness, introduced Digital Media Arts Faculty member Don Werthman. Mr. Werthman talked to the Board about the process of finalizing the study abroad trip to Spain.

SEMCOG Presentation on the 2045 Forecast for the School Aged Population

Mr. Xuan Liu, Manager of Research and Data Analysis at SEMCOG, presented to the Board the 2045 forecast for the school aged population and how this would affect the county population.

Vendor Diversity

Mr. Benjamin Hunholz, Director of Revenue Planning, Purchasing and Treasury Management, reviewed with the Board the college's purchasing policies and practices. He also spoke about the steps the college has taken to increase the diversity of its vendor database.

MONTHLY REPORTS

Personnel Recommendations (Action)

It was moved by Trustee Hatcher and seconded by Trustee McKnight-Morton that the Board of approve the personnel recommendations as submitted. The motion was adopted.

Financial Reports (December 2018 and January 2019)

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the Board receive the Financial Reports for December 2018 and January 2019 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 Grounds, and Campus informed the Board that the new humidifier in the LA Building project was complete and that the ML air handler replacement project will be starting soon and scheduled to be completed in June.

REMARKS

Remarks of Members of Board of Trustees

Treasurer Davis talked about her experience at the WCC booth at the Autoshow. She also stated that she was proud of WCC and the efforts the College is making to ensure students are on the path for success.

Secretary DeVarti spoke about the National Legislative Summit he attended in Washington D.C. and highlighted the conversations he had with Legislative Offices. Addtionally, he mentioned the upcoming Student Art Show and WCC Blood drive.

Chair Fleming also talked about the National Legislative Summit she attended in Washington D.C., specifically mentioning why advocacy is so important.

Trustee Hatcher thanked WCCEA for the State of the Union update.

Trustee McKnight-Morton talked about former Congressman John Dingell's funeral and her experience at the Brotherhood Banquet she attended.

President's Remarks

President Bellanca presented highlights from the College's Annual Report. She informed the Board that Lt. Governor Garlin Gilchrist visited the College and thanked Deans Greaves and Tucker for their assistance with the tour. Lastly, she mentioned that due to the great work of the Grounds Department, WCC for the third year in the row has earned the Tree Campus USA distinction from the Arbor Day Foundation.

NEW BUSINESS

Honorary Degree Recipient

A discussion about the 2019 Honorary Degree Recipient was facilitated by President Bellanca.

Proposed Discontinuation of Programs for 2019 -20

Dr. Kimberly Hurns, Vice President for Instruction, explained to the Board the reasons why the submitted programs are no longer needed.

Proposed New Programs for 2019 - 20

Dr. Kimberly Hurns, Vice President for Instruction, spoke to the Board about the advantages for new programs. She also mentioned how the new programs align closer to industry standards.

Proposed Updates to Policy 3043 – 1ˢᵗ Reading

Dr. Kimberly Hurns, Vice President for Instruction, highlighted the proposed changes to Policy 3043. She stated the changes are needed to align this policy to include the addition of the General Studies Degree.

Proposed Updates to Policy 3045 – 1ˢᵗ Reading

Dr. Kimberly Hurns, Vice President for Instruction, highlighted the proposed changes to Policy 3045. She stated the changes are needed to align this policy to include the addition of the General Studies Degree.

Proposed Updates to Policy 3046 – 1ˢᵗ Reading

Dr. Kimberly Hurns, Vice President for Instruction, highlighted the proposed changes to Policy 3046. She stated the changes are needed to align this policy to include the addition of the General Studies Degree.

Appointment of Board Negotiating Team 2019 WCC A.F.S.C.M.E. Local 1921 Contract (Action)

It was moved by Secretary DeVarti and seconded by Vice Chair Milliken that the Board approve the appointment of the submitted individuals to negotiate on behalf of the Board. The motion was adopted.

Appointment of Board Negotiating Team 2019 WCCEA Part Time Adjunct Teaching Faculty Union Contract (Action)

It was moved by Secretary DeVarti and seconded by Trustee McKnight-Morton that the Board approve the appointment of the submitted individuals to negotiate on behalf of the Board. The motion was adopted.

Appointment to the Washtenaw Technical Middle College Board of Directors (Action)

It was moved by Trustee McKnight-Morton and seconded by Secretary DeVarti that the Board approve the appointment of Derrick L. Jackson as a Washtenaw Technical Middle College Board of Director with a term ending April 2022. The motion was adopted.

Motion to Adjourn Monthly Meeting (Action)

It was moved by Vice Chair Milliken and seconded by Trustee Hatcher that the Board adjourn the monthly meeting of the Board of Trustees. The motion was adopted. The meeting adjourned at 8:32 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

MINUTES
WASHTENAW COMMUNITY COLLEGE
ANNUAL RETREAT OF THE BOARD OF TRUSTEES
ANN ARBOR, MICHIGAN
TUESDAY, March 12, 2019

CALL TO ORDER

The annual retreat of the WCC Board of Trustees was called to order by Chair Christina Fleming on March 12, 2019 at 3:07 p.m. at the Kensington Hotel, Ann Arbor, Michigan.

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

Absent: Vice Chair Bill Milliken

It was moved by Treasurer Davis and seconded by Trustee McKnight-Morton to approve the agenda. The motion was adopted.

Public Comment: There were no public comments

Trustee Comments: Secretary DeVarti informed the Trustees that they should have found two tickets to the upcoming 57th Annual Ann Arbor Film Festival at their seats.

DISCUSSION TOPICS

President Bellanca began the discussion by giving an overview of the upcoming discussion items.

Topics discussed during the retreat:

- ➤ Discussion on Technology Trends was led by Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning and Accreditation.

- ➤ Discussion on the infrastructure that supports Administrative Operations was led by Mr. Peter Bosco, Chief Information Officer.

- ➤ Discussion on the Instructional and Academic Technology was led by Mr. Brandon Tucker, Dean of Advanced Technologies and Public Service Careers, Dr. Valerie Greaves, Dean of Health Sciences and Ms. Eva Samulski, Dean of Computer Technologies.

- ➤ Discussion on Student Success Support Technology was led by Ms. Linda Blakey, Vice President of Student and Academics.

- ➤ Discussion on Public Safety Systems was led by Ms. Linda Blakey, Vice President of Student and Academics.

- ➤ Discussion on IT Security Update was led by Mr. William Ouchark, Chief Information Security Officer.

- ➤ Discussion on the Budget Process Updates, the Fiscal Year 2019 Financial Forecast and Tuition and Fee Rates was facilitated by Vice President and Chief Financial Officer, Mr. William Johnson.

ADJOURNMENT OF ANNUAL RETREAT

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board move to adjourn the annual retreat. The motion was adopted. The annual retreat of the WCC Board of Trustees concluded at 8:40 p.m. on Tuesday, March 12, 2019.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

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Adjournment of Annual Retreat

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Trustees Assignments for 2019 and 2020

Michigan Community College Association (MCCA) Liaison

Trustee McKnight-Morton

Association of Community College Trustees (ACCT) Delegate

Secretary DeVarti

Washtenaw Technical Middle College (WTMC) Liaison

Trustee Landau

WCC Foundation Liaison

Vice Chair Milliken

SEMCOG Liaison

Trustee McKnight-Morton

Honorary Associates Degree in Community Service Committee

Trustee Landau

Legislative Liaison

Secretary DeVarti

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject	Date
Personnel Recommendations	March 26, 2019

RECOMMENDATION

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

Prepared by:	Samuel Veltri	Recommended by:	_Rose B. Bellanca, Ed.D._
Title:	Vice President		Rose B. Bellanca, President
	Human Resource & Labor Relations		

PERSONNEL RECOMMENDATIONS
March 2019

Economic & Community Development

Part-Time New Hire
Faculty - Classified & Professional Services Personnel
Tracy Eikner, Motorcycle Safety Instructor, $35.53 hourly

Support Staff
Nate Whitsett, Program Coordinator, $21.89 hourly

Finance

Full-Time Ending Employment
Pam Obioha, Accounts Receivable Tech with four (4) years of service

Information Technology

No Report

Foundation

No Report

Instruction

Part-Time New Hires
Faculty - Classified & Professional Services Personnel
Eric Wheeler, Lab Assistant, $19.78 hourly

Professional Faculty
Kristin Synder, Business, $867 per course contact hour
Brandon Berg, Physical Science, $867 per course contact hour

Independent Staff
Michelle Westerdale, Instructional Designer, $23.85 hourly
Nicolle Smid, Event/Media Video Technician, $19.40 hourly

Support Staff
Kayla Winter, Tutor-STEM Scholars Program, $12.72 hourly
Alicia Schmidt, Tutor-STEM Scholars Program, $12.72 hourly
Kristin Mannella, Lab Tech, $12.72 hourly
Kira Pennock, Welding Support Staff, $12.72 hourly

Full-Time Ending Employment
Callie Blanche, Support Services Secretary with fifteen (15) years of service
Kris Good, Dean with eighteen (18) years of service

Public Relations/Marketing

No Report

Student & Academic Services

Part-Time New Hires
Independent
Andrew Monefeldt, Financial Aid Student Specialist, $21.89 hourly
Stacie Wolfinger, Financial Aid Student Specialist, $21.89 hourly

Support Staff
Jaylah Davis, Financial Aid Clerk, $14.72 hourly
Danya El-Yaman-El-Dandashli, Tutor, $14.62 hourly

Facilities Development & Operations

Part-Time New Hires
Support Staff
Marene Sanders, Custodian, $12.72 hourly

Full-Time Ending Employment
Tan Diep, Custodian with thirteen (13) years of service

Human Resources

Full-Time Ending Employment
Leslie Grubbs, Human Resource Assistant, with one (1) year of service

President

Full-Time Ending Employment
Stephanie Comai, Chief of Staff, with one (1) and a half years of service

Board of Trustees
Washtenaw Community College

TAB C

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
Financial Reports (February 2019)	March 26, 2019

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for February 2019 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

Prepared by: <u>William Johnson</u>   Recommended by: _*Rose B. Bellanca, Ed. D.*_

Title: <u>CFO and Vice President of Finance</u>   Rose B. Bellanca, President

Financial Narrative

February 2019

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2018-19, the eight months ended February 28, 2019.

Revenue

As of February 28, 2019, Total Revenues were $95.9 million; Total Expenditures and Operating Transfers were $70.8 million. Revenues in total are ahead of the expected budget for the first seven months of the fiscal year by approximately $1.4 million.

Winter Tuition revenue of $11.4 million was ahead of the expected level as of the end of February. Concerted efforts across campus; the availability of late-starting classes; and the continued strength of the on-line offerings, have pushed winter tuition revenue ahead of budget. Overall enrollment was down just over one percent, which is in line with budgeted amounts. Registration opened mid-March for the Spring/Summer term, as well as the Fall term.

State Aid revenue reflects an accrual for eight 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. Additionally, payments from the State to offset increases in the cost of the MPSERS pension plan have pushed the year-to-date revenue ahead of budget.

Receipts for Local Government Taxes are $50.8 million through Febraury, which represents 96 percent of the total budgeted revenue from property taxes. This is ahead of the projected collections through the first eight months of the year. Refunds of prior year taxes are trending below budget, as are diversions to the local DDA's and TIFA's. These items, along with a better-than-expected increase in taxable values, support that the final tax revenue amount for the year will exceed the budget by $500,000 or more.

Expenditures

Total Expenditures through February 28, 2019, represent 64 percent of the budgeted expenditures for the fiscal year. Overall expenditures continue to be right on pace with what was projected through the first eight months of the year.

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 have averaged just above 21 for the first eight months of the year, in line with the budget.

Additionally, the vacancy savings for part-time personnel is offsetting an unbudgeted expense of approximately $459,000 recorded in January related to an additional MPSERS obligation for part time student workers. Passage of Public Act 512 in December, 2018 obligates community colleges to contribute to MPSERS any unfunded pension costs associated with part time student worker compensation for the four year period ending July 1, 2018. Community colleges may be obligated for additional amounts related to part time student workers that opt into the MPSERS participation for periods prior to 7/1/2014. Based upon a preliminary calculation by the Office of Retirement Systems

(ORS), it was estimated that WCC will be obligated to pay $459,000 for the four year period ending 7/1/18. In January, the College chose to expense the preliminary amount, and make a payment to mitigate additional interest charges accruing between now and sometime after January 2020 when the final assessment is complete.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of February 28, 2019

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,125,248	12,125,248	12,047,669	(77,579)
Tuition Winter	11,294,472	11,294,472	11,414,204	119,732
Tuition Spring	4,887,996	1,613,039	1,655,253	42,214
Student Fees	4,985,000	4,175,704	4,147,850	(27,854)
Total Tuition and Fees	33,292,716	29,208,463	29,264,976	56,513
Local Property Taxes	52,900,000	50,217,659	50,773,817	556,158
State Appropriations	14,696,374	9,662,770	9,884,043	221,273
Trade Partnerships	3,773,072	2,936,671	3,182,887	246,217
Investment Income	825,000	565,467	773,483	208,016
Other	1,835,364	1,191,639	1,154,879	(36,760)
Auxiliary Activities	1,218,650	746,751	898,888	152,137
Total Revenue	**108,541,176**	**94,529,419**	**95,932,972**	**1,403,553**
EXPENDITURES				
Humanities & Social Sciences	11,758,315	7,647,782	7,670,375	(22,593)
Math, Science & Engineering Technologies	8,727,974	5,662,407	5,708,946	(46,540)
Health Sciences	5,718,226	3,660,394	3,637,411	22,983
Business & Computer Technologies	7,205,106	4,699,871	4,904,953	(205,082)
Advanced Technologies & Public Service Careers	7,277,857	4,700,421	4,581,240	119,181
Continuing Education	605,048	366,921	338,910	28,011
Distance Learning	1,888,897	1,231,657	1,193,966	37,691
Instructional Support	14,052,998	9,471,277	9,102,607	368,670
Total Instruction	57,234,421	37,440,728	37,138,408	302,320
Student Services	9,180,882	6,016,196	5,566,790	449,406
Scholarships	1,668,520	1,374,432	1,366,368	8,064
Executive Management	2,130,834	1,324,846	1,320,246	4,600
General Admin - Institutional Services	7,484,220	4,414,772	5,720,334	(1,305,562)
MIS/Computer Services	8,098,896	5,343,995	5,130,398	213,597
Public Relations Development	3,215,695	1,883,716	1,798,052	85,664
Community Services	2,173,509	1,387,721	1,343,771	43,950
Physical Plant Operations	10,904,109	6,843,654	6,674,015	169,639
Utilities	2,089,700	1,392,897	1,398,318	(5,421)
Equipment	1,938,515	1,062,538	1,043,433	19,104
Total Non-Instruction	48,884,880	31,044,767	31,361,723	(316,957)
Total Expenditures	**106,119,301**	**68,485,494**	**68,500,132**	**(14,637)**
OPERATING TRANSFERS				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	175,938	175,938	-
Health & Fitness Center	(1,750,000)	(875,000)	(875,000)	-
Deferred Maintenance	2,000,000	2,000,000	2,000,000	-
Furniture	200,000	200,000	200,000	-
Total Operating Transfers	**2,421,875**	**2,250,938**	**2,250,938**	**-**
Total Expenditures and Operating Transfers	**108,541,176**	**70,736,432**	**70,751,070**	**(14,637)**
Operating Revenue Over Expenditures &Transfers	**-**	**23,792,986**	**25,181,903**	**1,388,916**
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	176,277	176,277
Total Revenue over Expenditures & Transfers	**-**	**23,792,986**	**25,358,179**	**1,565,193**

- unaudited -

Capital Fund
Project Summary
February 28, 2019

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		11,167		11,167
Total Revenues	$ 10,571,927	10,583,094	-	11,167
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	567,438	-	3,364
CC - STEP Equipment	7,627,434	7,504,061	-	123,373
Campus Security System Upgrades	318,691	317,723	-	968
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	$ 8,741,927	$ 8,613,302	$ -	128,625
Grand Total Construction/Repair Projects	$ 10,571,927	$ 10,441,523	$ -	130,405
Revenue Over (Under) Expenditures		$ 141,572		

Washtenaw Community College
Deferred Maintenance Fund
February 28, 2019

Since inception of fund:

General Fund Transfers	17,300,000
Completed projects	(11,458,169)
Projects in process	(4,742,189)
Uncommitted Fund Balance	**1,099,642**

Completed Projects:

		Final Cost
Projects completed in prior years		9,529,223
Current year completed projects:		
GM Carpet/Flooring Replacement		173,430
CLASB Humidification Boiler Rplcmt		251,400
Maint Garage Oil Separator Rplc		109,100
BEB Fan Coil Units		611,079
GMB Penthouse Rplc Tfrmrs		150,000
Bus Loop Replacement		228,132
Campus Temperature Control Upgrades		114,652
Campus Concrete Rplc		102,000
FEB Roof Replacement		55,145
Total of FY19 completed projects < $50,000 each		134,009
	Total Completed	**11,458,169**

Projects in Process or scheduled to begin:

		Allocated Budget
EC Heating Pumps Rplcmt		418,822
EC Boiler Control & Valve Repl		75,000
EC RPLC Campus Cooling Twr		800,000
HFC Hot Water Capacity		375,000
FEB Upgrade & Replace Lighting		75,000
HFC Defender Tank		90,000
HFC Womens Hot Tub Repair		300,000
* HFC Chem Cntrlr & Chlorine Gen Rplc		97,000
LA RPLC Chemistry Hood		700,000
LA-2nd FL Tile Corridor		210,000
* LA-Roofing and Intake Rprs		60,000
ML Boiler Repl & System Mats		556,075
ML Gun Range AHU Repl		750,000
GL Handicap Ramp Rplc		100,000
Total of other projects < $50,000 each		135,292
	Total in Process	**4,742,189**

* Scheduled; no financial activity as of report date

Projects anticipated to begin in FY 20

		Expected Budget
Campus - Resurface Parking Lots 6		600,000
HFC-ceramic lap pool and therapy pool floor and walls		200,000
SCB Renovation Design		100,000
MLB Renovation Design		300,000
Total of other projects < $50,000 each		78,000
	Total Pending	**1,278,000**

![Washtenaw Community College logo]

WCC Active Portfolio
Portfolio Management
Portfolio Summary
February 28, 2019

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	6,879,050.00	6,992,788.72	26.82%	2,476	1375	2.110	2.139
Treasury Coupon Securities	1,000,000.00	998,620.00	998,985.92	3.83%	355	60	2.221	2.252
Miscellaneous Coupon Securities	5,000,000.00	4,939,735.69	5,027,414.13	19.28%	2,164	1529	2.190	2.221
Municipal Bonds	13,000,000.00	12,951,085.00	13,056,454.01	50.07%	2,180	1026	2.395	2.428
	26,000,000.00	25,768,490.69	26,075,642.78	100.00%	2,186	1,180	2.272	2.304

Investments

Total Earnings	Month Ending 2/28/2019	Fiscal Year 2018 - 2019 To Date		Month Ending 2/28/18	Fiscal Year 2017 - 2018 To Date
Current Year	50,758.00	399,746.02		47,452.79	372,346.10
Average Monthly Balance - Long Term Invested Balance		26,053,811.21			25,625,111.45
Effective Rate of Return - Long Term Invested Balance		2.30%			2.18%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 02/28/2019	2.50%	2.54%	2.52%	2.73%	2.94%

Reporting period 02/01/2019-02/28/2019

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- Materials purchasing is complete
- Work continuing in buildings including supports, wiring and camera install.
- Project status by location
    - Business Education – Complete.
    - Health Fitness Center – 90% complete. Installation in progress.
    - Morris Lawrence – Complete.
    - Harriet St Center – Materials delivered.

Advanced Transportation Center

- Presentations from design finalists occurred on March 15
- Selection is a discussion item for this month's board meeting

Deferred Maintenance Project Update

1	**CLASB Humidifier Replacement** *FY17 $260,000 – Replace 4 existing humidifiers for AHU1, 2, 5 & 7*	Complete
2	**Energy Center Pump Replacement** *FY17 $400,000 – Replace 6 existing water cooled pumps w/ air cooled pumps*	Complete
3	**MLB Storm Water Drainage Pond Elevation Repairs** *FY18 $40,000 – Correct water drainage issues associated with pond elevation*	Engineering solutions are being re-evaluated
4	**GM Main Transformer Replacement** *FY18 $150,000 – Replace existing oversized dry transformer*	Complete
5	**GMB 3rd Floor Carpet Replacement** *FY17 $75,000 – Replace existing carpet and install resilient floor in corridors*	Complete
6	**Campus Primary Electrical Service Line Conditioning** *FY17 $60,000 – Study electrical service and recommend changes for reliability*	No Further Action Recommended
7	**MLB Main Boilers Replacement Project** *FY18 $550,000 – Replace 2 existing failing boilers w/ 3 high efficiency boilers*	Equipment Ordered
8	**MLB Firing Range Air-Handling Units Replacement** *FY18 $630,000 – Replace existing AHU w/ new ERU*	Demolition in progress
9	**SCB South Stair Ceramic Tile Replacement** *FY18 $40,000 – Replace ceramic tile on stairway leading to 2nd floor*	Project Deferred
10	**SC 2nd Floor HVAC Upgrades** *FY18 $180,000 – Replace existing HVAC controllers and dampers.*	Project Deferred
11	**Campus Wide Concrete Sidewalk Replacement** *FY19 $102,000 - Replace failing concrete and trip hazards across campus.*	Complete
12	**BE Stair Tread Replacement** *FY19 $30,000 – Replace stair treads w/ resilient tread*	Complete

13	**Campus Wide Flooring Replacement** *FY19 $100,000 – Complete flooring replacements across campus based upon assessment*	Design in progress
14	**Energy Center Cooling Tower Replacement** *FY19 $800,000 – Replace campus cooling tower, associated piping and electrical*	Bid package developed
15	**Parking Lot 6 Replacement** *FY19 $900,000 – Repave with subbase stabilization, asphalt and curb repairs*	Project deferred to FY20
16	**FEB Lighting Replacement** *FY19 $75,000 – Replace non-LED overhead lighting w/ LED fixtures*	Bid package developed
17	**Great Lakes Building Handicap Ramp Replacement** *FY19 $100,000 – Replace damaged and non-compliant concrete ramp*	Awaiting start date
18	**Great Lakes Building Foundation Waterproofing** *FY19 $62,000 – Repair waterproofing membrane for foundation wall*	Complete
19	**HFC Domestic Hot Water System Replacement** *FY19 $375,000 – Replace hot water tanks w/ new gas fired hot water tanks*	Construction in progress
20	**HFC Family Locker Room Shower Stalls** *FY19 $30,000 – Replace shower stall inserts w/ tile*	Complete
21	**HFC Chiller 10 Year Maintenance Package** *FY19 $32,000 – Perform periodic recommended tear down and maintenance*	Project Deferred
22	**LA Chemistry Hood Repairs** *FY19 $150,000 – Complete repairs on existing lab hoods*	Bid package developed
23	**LA Corridor Tile Floor Replacement 2nd Floor** *FY19 $110,000 – Replace quarry tile flooring w/ resilient flooring*	Design underway
24.	**LA Water Softener Replacement** *FY19 $45,000 – Replace existing softener*	Construction in progress
25	**LA Roofing Repairs** *FY19 $60,000 – Complete repairs to the roof/parapet wall interface*	Complete
26	**OEB Isolation Valve Replacement** *FY19 $20,000 – Relocate valve and strainer to accessible location*	Engineering in progress
27	**OEB Dental Lab Compressor Replacement** *FY19 $8,000 – Replace compressor unit*	Complete
28	**OEB Autoclave Electrical Panel Relocation** *FY19 $12,000 – Reroute electrical feed directly from building substation*	Complete
29	**OEB Auto Lab Exhaust Fan Replacement** *FY19 $25,000 – Replace failing exhaust fan*	Construction in progress
30	**OEB Tunnel Exhaust Fan Replacement** *FY19 $20,000 – Replace failing exhaust fan*	Construction in progress
31	**Campus Wide Fall Protection Upgrades** *FY19 $30,000 – Install new OSHA compliant upgrades for roof fall protection*	Planning underway
32	**HFC Defender Tank Replacement** *FY19 $90,000 – Replace failing components.*	Equipment ordered
33	**HFC Repair Women's Hot Tub** *FY19 $300,000 – Investigate and repair leaks in system.*	Project out for bids
34	**HFC Pool Chemical Systems Upgrades** *FY19 $97,000 – Replace failing components and install redundant systems*	Bid package developed

Campus Repair & Maintenance Projects Update

1	**SEMCOG Non-Motorized Pathway** *FY18 $80,000 – WCC cost to support new grant funded pathway along HRD*	MDOT/WCRC bid May 2019
2	**SC 1st Floor Renovations** *FY18 $250,000 – Renovate existing spaces to create space for Student Activities, B&N book storage, quiet study area, reflection room & Career Transitions*	Complete
3	**SC304 Classroom conversion to office suite.** *FY18 $75,000 – Convert existing classroom to new office space*	Complete
4	**Exterior Messaging Signage** *FY18 $75,000 – Install messaging sign near the ML building along HRD*	Planning in progress
5	**Huron River Watershed Council Grant Upgrades** *FY18 $0*	Grant cancelled
6	**WTMC Furniture & Space Upgrade** *FY18 $0 (WTMC Funded) – Renovate WTMC spaces and upgrade furniture*	Complete
7	**LA275 Renovations** *FY19 $235,000 – Renovate classroom including furniture*	Project cancelled
8	**GM118 Renovations** *FY19 $55,000 – Renovate classroom including furniture*	Complete
9	**OE163 Replace epoxy flooring.** *FY19 $20,000 – Replace existing floor surface in main auto lab*	Project cancelled
10	**Power Upgrades OE143** *FY19 $30,000 – Install new 200A 480V service*	Complete
11	**Replace Welding Booth Exhaust Arms** *FY19 $40,000 – Replace 40 existing exhaust arms in the welding booths*	Complete
12	**Replace Welding Lab Overhead Lighting** *FY19 $25,000 – Improved overhead lighting with new LED fixtures*	Equipment ordered
13	**OEB Update Staff Restrooms** *FY19 $30,000 – Update existing staff restrooms*	Design underway
14	**Install motorized loading dock plate** *FY19 $20,000 – Install motorized loading dock for SC dock space*	Equipment ordered
15	**TI126 Upgrade Power Requirements** *FY19 $11,000 – Install new circuits to power new electrical drops over tables*	Complete
16	**HFC Fitness Center Desk Upgrade** *FY19 $30,000 – Reconfigure free weight area for added SF.*	Construction in progress
17	**PS Temporary Fencing Installation** *FY19 $30,000 – Install 6' fencing on level 4 of parking structure.*	Complete
18	**WTMC Hoop House Upgrades** *FY19 $70,000 – Upgrades to the outside greenhouse and classroom*	Planning in progress
19	**SC Install 100A Electrical Service for Cappuccino Machine** *FY19 $8,000 – Install new 100A service in Garrett's.*	Complete
20	**ML Aesthetics Upgrade Project** *FY19 $225,000 – Replace wall, floor and ceiling finishes in select locations.*	Planning in progress
22	**SC Aesthetics Upgrade Project** *FY19 $253,000 – Replace wall, floor and ceiling finishes in select locations.*	Planning in progress

Construction Contracts issued in the past 60 days exceeding $20,000
1. American Aqua, LA Water Softener Replacement, $29,193
2. GM & Sons Concrete, GLRTC Handicap Ramp Replacement – Concrete Work, $27,870

Board of Trustees
Washtenaw Community College

TAB E

<div style="border:1px solid">**ACTION**</div>

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
2019-20 Tuition and Fee Rates for Credit Courses	March 26, 2019

RECOMMENDATION

Tuition and Fee rates for Washtenaw Community College continue to be among the lowest for Michigan community colleges with the total cost of enrollment for WCC students consistently ranking in the lowest cost quartile. In an effort to maintain an affordable cost of education, the college is proposing no increase to In-District tuition rates and modest increases for all other residency categories. The recommended percentage tuition rate increases are as follows for the 2019-20 academic year:

On Campus:		Distance Learning:	
In-District	0.0%	In-District	0.0%
Out-of-District	2.0%	Out-of-District	2.0%
Out-of-State	3.0%	Out-of-State	3.0%
Work-in-District	0.0%	Work-in-District	0.0%
Property-in-District	0.0%	Property-in-District	0.0%
International	4.0%	International	4.0%

This proposed rate increase structure reflects the significant support which the college receives from Washtenaw county residents, holds In-District rates flat to 2018-19 levels, increases Out-District & Out-State rates to general inflation levels and requests slightly higher rate increases for International students in support of the additional operating resources required to support these students. All fees, except for supply and usage fees related to the Police Academy Program, will remain unchanged from the FY 2019 levels. Police Academy fee increases of $100 for supplies and $250 for usage are proposed to offset the rising operating and deferred maintenance costs of the firing range in support of the Police Academy programs. Additionally, the Police Academy Mandatory Fee adjusts each year with changes in tuition rates.

As presented to the Board of Trustees at the March 12th, 2019 board retreat meeting, the college believes that our multiyear financial forecast will support holding In-District rates flat for one additional year and will help students to better afford their educational endeavors at WCC. Therefore, it is recommended that the following student tuition and fee structure be approved for the 2019-20 academic year:

2019-20 Tuition and Fee Rates for Credit Courses:

On Campus Tuition Rates:

In-District - $95/credit hour
Out-of-District - $164/credit hour
Out-of-State - $227/credit hour
International - $268/credit hour
Work In-District - $95/credit hour
Property In-District - $95/credit hour

Distance Learning Tuition Rates:
In-District - $108/credit hour
Out-of-District - $117/credit hour
Out-of-State - $123/credit hour
International - $124/credit hour
Work In-District - $108/credit hour
Property In-District - $108/credit hour

Student Fees per Credit Hour:

Technology/Enrollment Fee - $10/cr hr
Credit by Exam - $25/cr hr
Credit for Prior Learning - $50/cr hr
Course Repeat Fee - $200/cr hr
Excess Contact Hour Fee - $5/contact hr (max=$300)

Student Fees per Transaction:

Late Registration - $25

Delinquent Payment - $25

Duplicate Diploma - $20

Returned Check - $25

Special Transcript Service - $20

Student ID Card Replacement - $10

Loan Processing Fee - $25

Credit for Prior Learning Evaluation - $50

Student Record Copy Fee - $1/page

Department Course Fees:

Dental Kit Fee - $200/400

Police Academy Program (May-October):
- Supplies - $600
- Special Off-Site Training - $400
- Firearms Range Use - $750
- Mandatory Fee -In-district - $1,155
  -Out-district - $1,890
  -Out-state - $2,551

Fine Arts: Ceramics Supplies - $40

Photography: Printer Ink Supply - $20

Art: Art Model - $15

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William Johnson

Title: Vice President and Chief Financial Officer

Recommended by: _Rose B. Bellanca, Ed.D._

Rose B. Bellanca, President

Board of Trustees
Washtenaw Community College

TAB F

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval of Discontinuation of Programs 2019 - 20

Date
March 26, 2019

RECOMMENDATION

That the Board of Trustees approve the discontinuation of programs for the Fall 2019 as listed below:

- ❈ Nursing Transfer - EMU School of Nursing – Associate in Applied Science

- ❈ Web Design and Development - Certificate

- ❈ Web Design – Certificate

- ❈ Web Development – Certificate

- ❈ Digital Strategy- Certificate

Prepared by: <u>Dr. Kimberly Hurns</u>
Title: <u>Vice President of Instruction</u>

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

Rose B. Bellanca, President

Nursing Transfer - EMU School of Nursing (APNURE)

This program is being discontinued effective fall 2019. It was created in 2010 as a pathway for students who wished to pursue a BSN degree. WCC's Nursing program (APNURS) was revised and includes an EMU/WCC Collaborative Pathway, which is preferred by students. Enrollment has dropped from a high of 16 students in 2012 to only a few students.

Compliance with WCC Policy: Students who have started the program are being taught through to completion. New students were not accepted while the program was being reviewed.

Web Design and Development (CTWDDC)

As a result of sabbatical research, most of the web programs are being revised or replaced. This 24 credit hour certificate program does not provide the flexibility, fluidity and customizable curriculum current web developers need.

Compliance with WCC Policy: All courses will continue to be taught or appropriate substitutions will be made.

Web Design (CVWDSN)

As a result of sabbatical research, most of the web programs are being revised or replaced. This advanced certificate does not provide the flexibility, fluidity and customizable curriculum current web developers need.

Compliance with WCC Policy: Courses will continue to be taught or appropriate substitutions will be made.

Web Development (CVWDEV)

As a result of sabbatical research, most of the web programs are being revised or replaced. This advanced certificate does not provide the flexibility, fluidity and customizable curriculum current web developers need.

Compliance with WCC Policy: Courses will continue to be taught or appropriate substitutions will be made.

Digital Strategy (CVWDIS)

As a result of sabbatical research, most of the web programs are being revised or replaced. This advanced certificate does not provide the flexibility, fluidity and customizable curriculum current web developers need.

Compliance with WCC Policy: Courses will continue to be taught or appropriate substitutions will be made.

Subject   Date
Approval of New Programs 2019 - 20   March 26, 2019

RECOMMENDATION

That the Board of Trustees approve the new programs for Fall 2019 as listed below:

- ❧ Associate in General Studies - Arts and Sciences Division - Humanities Department

- ❧ Broadcast Media Arts Certificate – Arts and Sciences Division - Humanities Department

- ❧ Client-Side Web Developer Certificate – Business/Computing Technologies Division -Digital Media Arts Department

- ❧ Interface Designer Certificate – Business/Computing Technologies Division - Digital Media Arts Department

- ❧ User Experience Designer Certificate – Business/Computing Technologies Division - Digital Media Arts Department

- ❧ Server-Side Web Developer Certificate – Business/Computing Technologies Division -Digital Media Arts Department

- ❧ Digital Strategist Certificate – Business/Computing Technologies Division - Digital Media Arts Department

Prepared by: Dr. Kimberly Hurns   Recommended by: _Rose B. Bellanca, Ed. D._
Title: Vice President for Instruction   Rose B. Bellanca, President

Associate in General Studies
Associate in General Studies – 60 credits
Arts and Sciences Division - Humanities Department

Description: This degree is designed for students who wish to earn an associate degree by creating a personalized program. It offers two pathways for completion: a pathway to four-year transfer or a pathway to employment in their chosen career. Students will design this 60-credit, multi-disciplinary program in conjunction with an academic advisor and can include coursework from all areas of the college, occupational and academic.

This flexible, cross-divisional program aims to serve a population of students that need training in multiple disciplines to accommodate their career goals. Students are empowered to be intentional about their choice as they build their programs throughout their time at WCC. The structure of this program accommodates the ever-evolving needs of the 21st century workforce.

Need/Job Demand: WCC does not currently have a program that marries the occupational and general education divisions. Many students are exploring job opportunities that need to have coursework in more than one focus area. The structure of this program accommodates the ever-evolving needs of the 21st century workforce.

Student Learning Outcomes:
1. Students will demonstrative effective oral and written communication skills.
2. Students will be able to utilize multiple analytical practices from a variety of disciplines in diverse contexts.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 2/14/19.

Wage Data: This program is designed for either transfer or an individualized study program.

Program Requirements:

Transfer Pathway

Semester 1	
Writing/Composition	3-4
Math	3
Concentration 1	3
Concentration 2	3
Elective	3
	15-16
Semester 2	
2nd Writing/Composition or Communication	3
Arts and Humanities 1	3
Natural Science 1	3
Concentration 3	3
Elective	3
	15
Semester 3	
Natural Science with Lab	3-4
Social and Behavioral Science 1	3
Concentration 4	3
Concentration 5	3
Elective	3
	15-16
Semester 4	
Concentration 6	3
Arts and Humanities 2	3
Social and Behavioral Science 2	3
Elective	3
General Education Elective to reach 30 credit hours as needed	0-3
Elective to reach a minimum of 60 credits	1-3
	13-15
Minimum Program Credits	**60**

Employment Pathway

Semester 1	
Writing/Composition	3
Math	3
Concentration 1	3
Concentration 2	3
Elective	3
	15
Semester 2	
2nd Writing/Composition or Communication	3
Arts and Humanities	3
Concentration 3	3
Elective	3
Elective	3
	15
Semester 3	
Natural Science	3
Concentration 4	3
Concentration 5	3
Elective	3
Elective	3
	15
Semester 4	
Concentration 6	3
Social and Behavioral Science	3
Elective	3
Elective	3
Elective	3
	15
Minimum Program Credits	**60**

Broadcast Media Arts
Certificate – 12 Credit Hours
Arts and Sciences Division - Humanities Department

Description: The Broadcast Media Arts certificate gives students training in the realm of radio, including live production, editing, vocal delivery and scriptwriting. These skills set the groundwork for a career in radio and highlight training for other fields including voice-over work, broadcast journalism, public relations, marketing and promotions, advertising and media production. This certificate prepares students who are career-track minded and looking to go directly into the field, along with those who are planning to complete an advanced degree.

Need/Job Demand: Based on the results of my sabbatical report, an overwhelming number of industry experts ranked the skill sets of writing, vocal communication skills, and hands-on technical skills a four or higher, on a five-point scale. An individual could have a degree in another field and still be eligible to work in radio, as long as these basic skill sets are met. Offering a certificate in Broadcast Media Arts will allow this population to be ready to make a career change, with just a few core courses. This certificate is embedded in the Broadcast Arts Associate in Arts program.

Student Learning Outcomes:

1. Write an effective script, to be read for an on-air production.
2. Effectively read a script for an on-air production.
3. Showcase hands-on technical skills through the conception and completion of an on-air production.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 11/15/18.

Wage Data: The 2017 median wage for Broadcast and Sound Engineering Technicians was $42,650 annually or $20.51 per hour. [1]

Program Requirements:

Course		Credits
COM 150	Introduction to Radio Production	3
COM 155	Scriptwriting for Broadcast Media Arts	3
COM 160	Voice and Articulation	3
COM 170	Advanced Radio Production	3
	Total Credits	12

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[1] Occupational Outlook Handbook Bureau of Labor Statistics

Client-Side Web Developer
Certificate – 10-11 Credit Hours
Business/Computing Technologies Division
Digital Media Arts Department

Description: This program is designed for students interested in employment as client-side Web developers. Students will create standards-compliant, accessible and usable Web interfaces to meet both user and client needs.

Need/Job Demand: The Web Advisory Board has continued to indicate a need for client-side Web developers. Our challenge up to this point has been getting students through longer certificate that include these skills; few of them complete all the courses. With that in mind, a shorter certificate focused just on client-side Web development is likely to achieve higher completion rates. Offering the entire curriculum online is also likely to attract more students into the program and could boost completion rates. Based on research from our sabbaticals (Jason Withrow and Kelley Gottschang) there is a need for shorter, layered certificates in our industry.

Student Learning Outcomes:

1. Create web pages that render properly cross-browsers, based on a design.
2. Implement responsive design in a web page, utilizing a responsive grid framework.
3. Implement accessibility best practices in a web page.
4. Modify document behavior and appearance using JavaScript.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 11/15/18.

Wage Data: The 2017 median wage for Web developer was $67,990 annually or $32.69 per hour. [2]

Program Requirements:

Course		Credits
WEB 110	Web Development I	4
WEB 210	Web Development II	4
Electives	Any WEB, CIS or CPS course	3-4
	Total Credits	11-12

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[2] Occupational Outlook Handbook Bureau of Labor Statistics

Interface Designer
Certificate – 11-12 Credit Hours
Business/Computing Technologies Division
Digital Media Arts Department

Description: This program is designed for students interested in gaining the skills necessary to design industry standard digital interfaces. Students will learn Web design skills such as appropriate use of Web fonts, colors on the Web, Web layout and digital marketing collateral.

Need/Job Demand: Many students need digital design skills to meet the needs of their employment or potential employment. Our challenge up to this point has been getting students through longer certificates that include these skills; few of them complete all the courses. With that in mind, a shorter certificate focused just on Interface Design is likely to achieve higher completion rates and give the students a targeted, manageable course sequence. Our intention is to offer this program online. Offering the entire curriculum online is also likely to attract more students into the program and could boost completion rates. Based on research from our sabbaticals (Jason Withrow and Kelley Gottschang) there is a need for short, layered certificates in our industry.

Student Learning Outcomes:

1. Design industry standard digital interfaces based on code standards design.
2. Create digital marketing collateral pieces.
3. Design digital interfaces based on audience, type of site and experimental design concepts.
4. Identify industry best practices for web developers.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 11/15/18.

Wage Data: The 2017 median wage for Web developer was $67,990 annually or $32.69 per hour. [3]

Program Requirements:

Course		Credits
WEB 115	Interface Design I	4
WEB 215	Interface Design II	4
Elective	Any WEB, CIS or CPS course	3-4
	Total Credits	11-12

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[3] Occupational Outlook Handbook Bureau of Labor Statistics

User Experience Designer
Certificate – 11-12 Credit Hours
Business/Computing Technologies Division
Digital Media Arts Department

Description: This program is designed for students interested in employment as a User Experience professional. Students will create industry-standard information architecture, interaction design, information design, and human-computer interaction deliverables.

Need/Job Demand: The WEB Advisory Board has continued to indicate a need for User Experience professionals in their work settings. Our challenge up to this point has been getting students through longer certificates that include these skills; few of them complete all the courses. With that in mind, a shorter certificate focused just on User Experience is likely to achieve higher completion rates. Offering the entire curriculum online is also likely to attract more students into the program and could boost completion rates. Based on research from our sabbaticals (Jason Withrow and Kelley Gottschang) there is a need for short, layered certificates in our industry.

Student Learning Outcomes:

1. Analyze the accessibility of a website and recommend improvements that will enhance accessibility.
2. Conduct a usability test of a website and document improvements to the website based on the test results.
3. Analyze common tasks on a website, documenting the task flow and recommending improvements to streamline and enhance task completion.
4. Evaluate a website based on user experience heuristics (recognized best practices), documenting recommended improvements in a report.
5. Identify industry best practices for user experience professionals.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 11/15/18.

Wage Data: The 2017 median wage for Web developer was $67,990 annually or $32.69 per hour. [4]

Program Requirements:

Course		Credits
WEB 113	Web User Experience I	4
WEB 213	Web User Experience II	4
Elective	Any WEB or GDT course	3-4
	Total Credits	11-12

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[4] Occupational Outlook Handbook Bureau of Labor Statistics

Server-Side Web Developer
Certificate – 11-12 Credit Hours
Business/Computing Technologies Division
Digital Media Arts Department

Description: This program is designed for students interested in server-side web development. Courses focus on the knowledge and skills necessary for creating database-enabled applications, dynamic content and interactive web sites.

Need/Job Demand: The WEB Advisory Board has continued to indicate a need for User Experience professionals in their work settings. Our challenge up to this point has been getting students through longer certificates that include these skills; few of them complete all the courses. With that in mind, a shorter certificate focused just on User Experience is likely to achieve higher completion rates. Offering the entire curriculum online is also likely to attract more students into the program and could boost completion rates. Based on research from our sabbaticals (Jason Withrow and Kelley Gottschang) there is a need for short, layered certificates in our industry.

Student Learning Outcomes:

1. Identify appropriate use of PHP programming basics
2. Identify rational database design and MySQL database server fundamentals
3. Demonstrate sound software engineering techniques in the development of server-side web programs.
4. Utilize advanced JavaScript fundamentals, Node.js, AJAX and MVC architecture in the development of server-side web programs.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 12/6/18.

Wage Data: The 2017 median wage for Web developer was $67,990 annually or $32.69 per hour. [5]

Program Requirements:

Course		Credits
WEB 230	Advanced JavaScript	4
CPS 276	PHP and MySQL	4
Elective	Any WEB, CIS or CPS course	3-4
	Total Credits	11-12

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[5] Occupational Outlook Handbook Bureau of Labor Statistics

Digital Strategist
Certificate – 10 Credit Hours
Business/Computing Technologies Division
Digital Media Arts Department

Description: This program is for students interested in the strategic management aspects of web design and development. Courses focus on the knowledge and skills necessary for employment as a digital strategist, marketing specialist or project manager.

Need/Job Demand: The WEB Advisory Board has continued to indicate a need for User Experience professionals in their work settings. Our challenge up to this point has been getting students through longer certificates that include these skills; few of them complete all the courses. With that in mind, a shorter certificate focused just on User Experience is likely to achieve higher completion rates. Offering the entire curriculum online is also likely to attract more students into the program and could boost completion rates. Based on research from our sabbaticals (Jason Withrow and Kelley Gottschang) there is a need for short, layered certificates in our industry.

Student Learning Outcomes:

1. Create written deliverables evaluating optimizing website search engines.
2. Create user research documentation, such as recruitment scripts, focus group protocols, etc.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 12/6/18.

Wage Data: The 2017 median wage for Web developer was $67,990 annually or $32.69 per hour. [6]

Program Requirements:

Course		Credits
BMG 155	Business on the Int4ernet	3
WEB 133	Digital Strategy	4
WEB 163	User Research and Project Management	4
	Total Credits	11

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[6] Occupational Outlook Handbook Bureau of Labor Statistics

Board of Trustees
Washtenaw Community College

TAB H

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval of Revisions to Policy 3043 -
Curriculum Purpose and Effectiveness Policy

Date
March 26, 2019

RECOMMENDATION

That the Board of Trustees approve the revisions to Policy 3043, Curriculum Purpose and
Effectiveness Policy as submitted.

A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by: _Rose B. Bellanca, Ed.D._

Rose B. Bellanca, President

3043 - Curriculum Purpose and Effectiveness Policy

Curriculum Purpose

The College shall provide students with the opportunity to meet their goals through a multifaceted, flexible, innovative, and dynamic curriculum that is designed to meet both current and future educational requirements. The curriculum includes the knowledge, skills, and values that the College provides through organized instruction and related experiences. Through faculty and staff expertise the College shall develop and maintain a curriculum that reflects the general needs of the local community, as well as the specific needs of business. The curriculum is continuously developed to have internal and external integrity and to have its content match the goals of the College.

All parts of the curriculum are rooted in the College's mission statement, with different parts of the College's diversified offerings designed to serve the needs of different student populations. These major groups include those needing career entry skills or upgrades, persons in need of improving their basic skills, those seeking the first two years of baccalaureate study, and academically advanced students.

Washtenaw Community College (WCC) admits all individuals who can benefit from its curriculum. The College maintains an "open door" curriculum that includes assessment, orientation, and advising to help students establish challenging, but realistic, educational plans. WCC is committed, through the work of its faculty, to offering and guaranteeing (see Board Policy #3010) a curriculum of the highest quality. Curricular excellence is maintained by conducting ongoing assessments of community needs, students needs, and the external educational requirements needed for students to succeed. The goal is to maintain a strong match between student and community needs and the curriculum. This is accomplished through the assessment of student and community requirements, and the subsequent assessment and adjustment of the curricula to match those requirements.

The College's curriculum shall be developed and maintained to be a community resource offering a wide spectrum of educational programs suited to the unique needs of those served. This spectrum of offerings will include associate degree programs of 60 to 75 credits that include the ~~twenty-four core elements~~appropriate general education requirements (see Board Policy #3045), certificate programs of 6 to 38 credits, special credit offerings for specific populations as well as non-credit offerings such as short courses, seminars, workshops, conferences, and teleconferences.

The College shall maintain a curriculum that is tailored to the educational readiness and intellectual capabilities of a range of students. In this regard, it shall be an area of emphasis, consistent with the College's mission. To offer developmental courses and resources designed to provide students the basic educational learning needed to address standard college courses and programs. It is also within the scope of the College's mission to offer programming which shall contain subject matter depth, rigor, and pace of coverage suited to the abilities of advanced learners. Such special offerings shall not be restricted by subject matter, student's educational intent, or program purpose.

Curriculum Effectiveness

The College is to set procedures to assure that currency and quality are maintained in all courses and programs. Standards of curriculum quality and currency are based upon the expectations of students, faculty, business and industry, and the needs of the local community. These are to be maintained by teaching up-to-date subject matter and skills, and applying the most effective teaching and learning approaches. In order to assure currency and quality, the College will: (1) maintain responsiveness by meeting student and community-based educational needs through on-going curricular improvements, (2) promote core subject-matter integration and reinforcement across disciplines, (3) demonstrate external continuity through ongoing articulation with other institutions, and (4) promote curricular innovation.

An important part of maintaining currency and quality is to demonstrate that the College's courses and programs smoothly articulate with those of other institutions. Instructional divisions and departments, with support from administrative offices, will develop appropriate articulation agreements, on a course-to-course and/or program-to-program basis, with local high schools, senior, post-secondary institutions, and also with business and industry training programs. The College is committed to maintaining, expanding, and improving existing agreements. Special emphasis is to be placed on program-to-program articulation that reflects a continuous curriculum that smoothly flows across the public schools, the College, business and industry, and senior colleges and universities.

Instructional faculty and deans, supported by appropriate administrative offices and College committees, are responsible for review and analysis leading to recommendations that will improve the curriculum. The processes for curriculum development and review are to be open, collaborative, and interdepartmental. Although the faculty is primarily responsible for final authority for the curriculum and its effectiveness.

Adopted: February 21, 1995
Revised: February 24, 1998
Administrative Review: May 2002
(3043)

3043 - Curriculum Purpose and Effectiveness Policy

Curriculum Purpose

The College shall provide students with the opportunity to meet their goals through a multifaceted, flexible, innovative, and dynamic curriculum that is designed to meet both current and future educational requirements. The curriculum includes the knowledge, skills, and values that the College provides through organized instruction and related experiences. Through faculty and staff expertise the College shall develop and maintain a curriculum that reflects the general needs of the local community, as well as the specific needs of business. The curriculum is continuously developed to have internal and external integrity and to have its content match the goals of the College.

All parts of the curriculum are rooted in the College's mission statement, with different parts of the College's diversified offerings designed to serve the needs of different student populations. These major groups include those needing career entry skills or upgrades, persons in need of improving their basic skills, those seeking the first two years of baccalaureate study, and academically advanced students.

Washtenaw Community College (WCC) admits all individuals who can benefit from its curriculum. The College maintains an "open door" curriculum that includes assessment, orientation, and advising to help students establish challenging, but realistic, educational plans. WCC is committed, through the work of its faculty, to offering and guaranteeing (see Board Policy #3010) a curriculum of the highest quality. Curricular excellence is maintained by conducting ongoing assessments of community needs, students needs, and the external educational requirements needed for students to succeed. The goal is to maintain a strong match between student and community needs and the curriculum. This is accomplished through the assessment of student and community requirements, and the subsequent assessment and adjustment of the curricula to match those requirements.

The College's curriculum shall be developed and maintained to be a community resource offering a wide spectrum of educational programs suited to the unique needs of those served. This spectrum of offerings will include associate degree programs of 60 to 75 credits that include the appropriate general education requirements (see Board Policy #3045), certificate programs of 6 to 38 credits, special credit offerings for specific populations as well as non-credit offerings such as short courses, seminars, workshops, conferences, and teleconferences.

The College shall maintain a curriculum that is tailored to the educational readiness and intellectual capabilities of a range of students. In this regard, it shall be an area of emphasis, consistent with the College's mission. To offer developmental courses and resources designed to provide students the basic educational learning needed to address standard college courses and programs. It is also within the scope of the College's mission to offer programming which shall contain subject matter depth, rigor, and pace of coverage suited to the abilities of advanced learners. Such special offerings shall not be restricted by subject matter, student's educational intent, or program purpose.

Curriculum Effectiveness

The College is to set procedures to assure that currency and quality are maintained in all courses and programs. Standards of curriculum quality and currency are based upon the expectations of students, faculty, business and industry, and the needs of the local community. These are to be maintained by teaching up-to-date subject matter and skills, and applying the most effective teaching and learning approaches. In order to assure currency and quality, the College will: (1) maintain responsiveness by meeting student and community-based educational needs through on-going curricular improvements, (2) promote core subject-matter integration and reinforcement across disciplines, (3) demonstrate external continuity through ongoing articulation with other institutions, and (4) promote curricular innovation.

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Instructional faculty and deans, supported by appropriate administrative offices and College committees, are responsible for review and analysis leading to recommendations that will improve the curriculum. The processes for curriculum development and review are to be open, collaborative, and interdepartmental. Although the faculty is primarily responsible for final authority for the curriculum and its effectiveness.

Adopted: February 21, 1995
Revised: February 24, 1998
Administrative Review: May 2002
(3043)

Board of Trustees
Washtenaw Community College

TAB I

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval of Revisions to Policy 3045 -
General Education Philosophy and Requirements

Date
March 26, 2019

RECOMMENDATION

That the Board of Trustees approve the revisions to Policy 3045, General Education Philosophy
and Requirements as submitted.

A ROLL CALL VOTE WILL BE TAKEN

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

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

Rose B. Bellanca, President

3045 - General Education Philosophy and Requirements

Basic Policy Statement

General Education is highly valued at Washtenaw Community College because it develops and nurtures certain habits of mind that reach beyond a student's area of academic emphasis and enables the student to meet critically, objectively, and successfully the challenges of education, work, and life. By requiring a strong core of common learning, the College demonstrates its commitment to providing a broad-based education to all degree recipients, which includes useful skills, knowledge, and experiences to support a variety of lifelong endeavors. To this end, it shall be the policy of the College to maintain a substantial program of general education to be included in all degree programs.

The College defines general education as a prescribed curriculum that assures a broad acquaintance with the basic areas of academic study. The general education requirements are designed to provide degree students certain skills and knowledge that include an understanding of and appreciation for the important modes of human thought, communication, and inquiry which are salient characteristics of a WCC associate degree education.

Effective Fall 2018 and thereafter, all students who enroll in an associate's degree program will meet general education requirements as noted in the distribution requirements.

General Education Strand	Definition
Composition	Develop, organize, and express thoughts in writing using Standard English
2nd Composition	Develop, organize, and express thoughts in writing using Standard English
or Communication	or
	Speak in an organized and effective manner and listen critically and with comprehension
Mathematics	Understand the applications and perform computations using the concepts of collegiate level mathematics
Natural Science	Understand principles and applications of modern science
Social and Behavioral Science	Understand principles and applications of social and behavioral sciences in exploring the dynamics of human behavior
Arts and Humanities	Understand and apply information related to the nature and variety of the human experience through personal and cultural enrichment

Policy Criteria

Area Course Distribution Requirements

Effective as of the academic year beginning in Fall 2018, all degree programs will require the successful completion of courses selected from restricted lists in the following areas. All degree programs will include a minimum of one course, at the basic general education level, in each of the areas as described below. The Associate in Arts (AA) degree and the Associate in Science (AS) degree will require additional courses in some areas. The Associate in General Studies

(AGS) may be completed applying either the minimum of one course in each of the areas or following the AA/AS model. The area distribution requirements for the AA, AS, and AAS (Associate in Applied Science) and AGS are as follows:

	AA	AS	AGS	AAS
I. Writing	3-4 credits	3-4 credits	3 – 4 credits	3-4 credits
II. 2nd Writing or Communication	3-4 credits	3-4 credits	3-4 credits	3 credits
III. Mathematics	3-4 credits	3-4 credits	3-4 credits	3-4 credits
IV. Natural Science	7-8 credits*	7-8 credits*	3 – 8 credits*	3-4 credits
V. Social & Behavioral Science**	6 credits	6 credits	3 – 6 credits	3 credits
VI. Arts and Humanities **	6 credits	6 credits	3 – 6 credits	3 credits
General Education Elective to reach 30 credits	0 – 2	0 – 2	0 – 2 or N/A	N/A
Minimum Credit Hours Required	**30**	**30**	**18 - 30**	**18**

    * Two courses in Natural Sciences including one with laboratory experience (from two disciplines)
    ** From two disciplines

Transition for Current Students

Students who enrolled in a program prior to Fall 2018 will have through summer 2022 to complete their programs using the general education/core requirements of the programs in which they enrolled. Students who change to a different program will have to fulfill the new general education requirements. As of the academic year beginning in Fall 2022, all degree students will be required to meet the new general education requirements to graduate. Academic advisors and counselors will assist students in selecting appropriate courses and making a smooth transition.

Outcomes

Graduates of Washtenaw Community College's associate degree programs will possess the skills and knowledge they need to pursue their chosen careers or educational studies and to be responsible citizens of their communities. Through a general education that includes communication and intellectual inquiry skills as well as a knowledge of and appreciation for scientific, cultural, and artistic learning, degree graduates will be able to enhance their life-long success.

Adopted: October 22, 1991
Revised: May 23, 2000
Administrative Review: May 2002
Revised: April 13, 2010
Revised: September 19, 2017
(3045)

3045 - General Education Philosophy and Requirements

Basic Policy Statement

General Education is highly valued at Washtenaw Community College because it develops and nurtures certain habits of mind that reach beyond a student's area of academic emphasis and enables the student to meet critically, objectively, and successfully the challenges of education, work, and life. By requiring a strong core of common learning, the College demonstrates its commitment to providing a broad-based education to all degree recipients, which includes useful skills, knowledge, and experiences to support a variety of lifelong endeavors. To this end, it shall be the policy of the College to maintain a substantial program of general education to be included in all degree programs.

The College defines general education as a prescribed curriculum that assures a broad acquaintance with the basic areas of academic study. The general education requirements are designed to provide degree students certain skills and knowledge that include an understanding of and appreciation for the important modes of human thought, communication, and inquiry which are salient characteristics of a WCC associate degree education.

Effective Fall 2018 and thereafter, all students who enroll in an associate's degree program will meet general education requirements as noted in the distribution requirements.

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Mathematics	Understand the applications and perform computations using the concepts of collegiate level mathematics
Natural Science	Understand principles and applications of modern science
Social and Behavioral Science	Understand principles and applications of social and behavioral sciences in exploring the dynamics of human behavior
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Policy Criteria

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(AGS) may be completed applying either the minimum of one course in each of the areas or following the AA/AS model. The area distribution requirements for the AA, AS, AAS (Associate in Applied Science) and AGS are as follows:

	AA	AS	AGS	AAS
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III. Mathematics	3-4 credits	3-4 credits	3-4 credits	3-4 credits
IV. Natural Science	7-8 credits*	7-8 credits*	3 – 8 credits*	3-4 credits
V. Social & Behavioral Science**	6 credits	6 credits	3 – 6 credits	3 credits
VI. Arts and Humanities **	6 credits	6 credits	3 – 6 credits	3 credits
General Education Elective to reach 30 credits	0 – 2	0 – 2	0 – 2 or N/A	N/A
Minimum Credit Hours Required	**30**	**30**	**18 - 30**	**18**

    * Two courses in Natural Sciences including one with laboratory experience (from two disciplines)
    ** From two disciplines

Transition for Current Students

Students who enrolled in a program prior to Fall 2018 will have through summer 2022 to complete their programs using the general education/core requirements of the programs in which they enrolled. Students who change to a different program will have to fulfill the new general education requirements. As of the academic year beginning in Fall 2022, all degree students will be required to meet the new general education requirements to graduate. Academic advisors and counselors will assist students in selecting appropriate courses and making a smooth transition.

Outcomes

Graduates of Washtenaw Community College's associate degree programs will possess the skills and knowledge they need to pursue their chosen careers or educational studies and to be responsible citizens of their communities. Through a general education that includes communication and intellectual inquiry skills as well as a knowledge of and appreciation for scientific, cultural, and artistic learning, degree graduates will be able to enhance their life-long success.

Adopted: October 22, 1991
Revised: May 23, 2000
Administrative Review: May 2002
Revised: April 13, 2010
Revised: September 19, 2017
(3045)

Board of Trustees
Washtenaw Community College

TAB J

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval of Revisions to Policy 3046 -
College Degree Structure Policy

Date
March 26, 2019

RECOMMENDATION

That the Board of Trustees approve the revisions to Policy 3046, College Degree Structure Policy as submitted.

A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by: _Rose B. Bellanca, Ed. D._

Rose B. Bellanca, President

3046 - College Degree Structure Policy

Basic Policy Statement

In order to promote the development of associate degree programs that have clearly defined purposes and align with standard degree programs accepted at most colleges and universities, Washtenaw Community College will establish a three-tiered degree structure for associate's degree level programs. Assignment of a degree title will be based on the program's purpose, and the minimum level of prescribed general education requirements.

Effective as of the academic year beginning in Fall 2000, the College will adopt the following four associate's degree titles:

1. The **Associate in Arts (A.A.)** is a university parallel, transfer degree, used by all humanities and social science programs.
2. The **Associate in Science (A.S.)** is primarily a university parallel, transfer degree, used by programs carrying large math and science requirements. Additionally, some transfer programs in health, technology, and business would use the A.S. degree title.
2.3. The **Associate in General Studies (A.G.S)** is a flexible cross-divisional degree program that allows the students, in consultation with an advisor, to design a program that combines courses from multiple areas of the institution. This degree has dual uses and can be planned for either transfer or career entry according to the student's needs.
3.4. The **Associate in Applied Science (A.A.S.)** is the standard career entry degree. It is used for career entry programs in health, business and technology. This degree has dual use for some programs that are primarily career entry but transfer as a secondary purpose to specified four-year college or university programs.

Policy Criteria
Effective Fall 2018, the College will adopt the following credit requirements:

Associate in Arts Degree

1. Is limited to a minimum of 60 credits and maximum of 66 credits.
2. Requires a minimum of 15 residence credits (Washtenaw Community College credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 15 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.A. degree.

Associate in Science Degree

1. Is limited to a minimum of 60 credits.

2. Requires a minimum of 15 residence credits (Washtenaw Community College credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 15 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.S. degree.

Associate in General Studies Degree

1. Is limited to a minimum of 60 credits and maximum of 65 credits.
2. Requires a minimum of 15 residence credits (Washtenaw Community College credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 18 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.G.S. degree.

Associate in Applied Science Degree

1. Is limited to a minimum of 60 credits and maximum of 72 credits.
2. Requires a minimum of 15 residence credits (WCC credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 20 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.A.S. degree.

Outcomes

By adopting this structure of three widely recognized degrees, WCC will promote the development and maintenance of associate's degree programs with clearly defined purposes that meet students' needs for both transfer and career-entry.

Adopted: October 22, 1991
Revised: May 23, 2000
Administrative Review: May 2002
Revised: April 13, 2010
Revised: December 12, 2017
(3046)

3046 - College Degree Structure Policy

Basic Policy Statement

In order to promote the development of associate degree programs that have clearly defined purposes and align with standard degree programs accepted at most colleges and universities, Washtenaw Community College will establish a three-tiered degree structure for associate's degree level programs. Assignment of a degree title will be based on the program's purpose, and the minimum level of prescribed general education requirements.

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1. The **Associate in Arts (A.A.)** is a university parallel, transfer degree, used by all humanities and social science programs.
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3. The **Associate in General Studies (A.G.S)** is a flexible cross-divisional degree program that allows the students, in consultation with an advisor, to design a program that combines courses from multiple areas of the institution. This degree has dual uses and can be planned for either transfer or career entry according to the student's needs.
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Effective Fall 2018, the College will adopt the following credit requirements:

Associate in Arts Degree

1. Is limited to a minimum of 60 credits and maximum of 66 credits.
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3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 15 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.A. degree.

Associate in Science Degree

1. Is limited to a minimum of 60 credits.

2. Requires a minimum of 15 residence credits (Washtenaw Community College credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 15 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.S. degree.

Associate in General Studies Degree

1. Is limited to a minimum of 60 credits and maximum of 65 credits.
2. Requires a minimum of 15 residence credits (Washtenaw Community College credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 18 credits in a concentration or major.
5. Courses numbered below 100 do not count toward completion of the A.G.S. degree.

Associate in Applied Science Degree

1. Is limited to a minimum of 60 credits and maximum of 72 credits.
2. Requires a minimum of 15 residence credits (WCC credits) toward completion of the degree. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Requires completion of the minimum credits in General Education as specified in the General Education Policy (3045). This requirement may be waived for students who have earned a bachelor's degree or higher from an accredited U.S. college or university.
4. Requires a minimum of 20 credits in a concentration or major.
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Outcomes

By adopting this structure of three widely recognized degrees, WCC will promote the development and maintenance of associate's degree programs with clearly defined purposes that meet students' needs for both transfer and career-entry.

Adopted: October 22, 1991
Revised: May 23, 2000
Administrative Review: May 2002
Revised: April 13, 2010
Revised: December 12, 2017
(3046)

Board of Trustees
Washtenaw Community College

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
Resolution to Recommend the Allowable 2019-20 Ad Valorem Tax Rate	March 26, 2019

RECOMMENDATION

That the Board of Trustees recommends that the College, when developing its FY 2020 Budget utilize the maximum allowable 2018-19 Ad Valorem Rate for operations, which at its current rate of 3.3978 mills will generate approximately $56,732,741 of gross tax revenue.

Prepared by: William Johnson

Title: CFO and Vice President of Finance

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

Rose B. Bellanca, President

Board of Trustees
Washtenaw Community College

TAB L

DISCUSSION

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

Subject	Date
ATC Design Contract Award	March 26, 2019

Background

Under Public Act 107 of 2017 the State of Michigan authorized planning activities for the construction of an Advanced Transportation Center (ATC). The resulting preliminary design was submitted in 2018 with a total cost of $5.7 million, and after evaluation by the Joint Capital Outlay Subcommittee, the project was included as a construction authorization in Public Act 207 of 2018. The state will contribute up to $2 million (50% of the originally submitted capital outlay request) toward the total project cost once constructed and the remaining $3.7 million will come from College resources.

This facility is intended to serve as an incubator of creative thought on transportation and mobility from a wide range of industry leaders and innovators. The College needs additional space supporting academic programs that train for key roles in the mobility industry to include data analytics, cyber security, software programming, data science, infrastructure, and technician jobs. These jobs directly tie to the intelligent transportation and automotive technology industries, and developing a robust talent pipeline for these professions ensures that Michigan remains a leader. Given the significant role technology plays within these job functions, the ATC will provide the learning environment for data and security programs to interact with advance manufacturing in a "clean lab" setting. This new facility will also provide a forum for all stakeholders in the mobility industry to collaborate regarding leading innovations, applications of technology, advanced manufacturing, and intelligent transportation systems. Our ATC vision is strongly supported by our extensive experience collaborating with industry in the ATC's state-of-the-art labs and classrooms. The unique mix of e-learning with hands-on training prepares students for technician certificates and provides transfer degree options to four-year universities.

The ATC was established to address the educational needs of the emerging mobility industry workforce. Modes of transportation now need to connect with one other and to the infrastructure that supports them. The College has integrated Information Technology into the three pillars of the ATC:
- Intelligent Transportation Systems
- Advanced Manufacturing
- Automotive Transportation Servicing

Examples of programs now offered at WCC include associate degrees in mechatronics, cybersecurity and powertrain development. In workforce development, WCC offers courses in mobility, fiber optic technician training and data analytics. All programs and trainings are integrated with IT and STEM – a requirement for today's workforce. The ATC enables the continuance of collaboration across disciplines and allows concept application to seamlessly touch both programming and advanced vehicle evolution. Within the space programming for this facility, the design features a Multi-Discipline Clean Vehicle Laboratory with a Clean Vehicle Bay, Cyber Security Lab and a Vehicle-to-Vehicle Lab. Large active-learning classrooms support a

Control Center Lab, a Material Science Lab and a Multi-Discipline Flex Lab. Additionally, the facility is intended to also provide flexible meeting rooms and event space.

The current project timeline envisions the following project timeline:
- Final design work starting in May of this year and completing in late September
- State approval for the design in late October
- Board action to approve project funding in November
- Advertisement for construction in December 2019
- Board action to approve contract award in April 2020
- Award for construction in April 2020 with subsequent construction start
- Construction completion for the Winter semester of 2021

To select an Architect-Engineer firm with the talent to make the College vision a reality, a RFP was issued in December 2018 for the design and engineering work associated with the ATC project. Six firms responded to the RFP (see enclosed bid tally sheet) and were evaluated in January 2018 on the basis of organization and team strength; approach to problem, methodology and proposed work plan, qualifications and experience with similar projects; manpower and required specialization; location; and cost. From the six proposals, it was clear to the pre-selection team that two firms stood out and should be invited to campus to make presentations to the selection team. The final selection team consisted of Trustees McKnight-Morton and Milliken, President Bellanca, and Vice Presidents Johnson and Allen. They heard presentations on March 15th with a primary emphasis on evaluating the designer's process, their demonstrated experience with helping a client achieve the vison, the designer's vision and thinking on the ATC concept, and the quality of the designers approach in making the ATC a landmark facility for WCC. The selection team chose Neumann-Smith Architects to move forward with the design process. During the presentations it was apparent that Neumann-Smith clearly understood the instructional goals of this project. More importantly, Neumann-Smith utilized the ATC's purpose and its prominent position on campus to clearly make a profound statement to campus visitors and passersby. Their concept inarguably will foster inspiration to those who work in or visit the building, not so they simply come to the ATC for some discreet purpose, but also so that the ATC almost literally propels them and WCC forward into the future

Given that the state has approved our preliminary design and funding for the ATC, the College seeks to move forward to complete the final design by September 2019. Neumann-Smith Architects is seen as the best choice for continuing the design effort with a cost of $460,000.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve contract action to secure Phase 400/500 design services with Neumann-Smith Architects for an amount not to exceed $460,000.

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

TAB M

DISCUSSION

Subject	Date
Health & Fitness Center Womens' Hot Tub Replacement Contract	March 26, 2019

Background

This project replaces the hot tub located within the womens' locker room in the Health and Fitness Center. Originally constructed 12 years ago, the Health and Fitness Center is a key community support asset and is one of the most visible venues on the campus for customers both internal and external to the College. There is a hot tub in each of the locker rooms and a coed tub located on the pool deck. The three hot tubs are a highly regarded feature of the facility and popular with center patrons. This project to replace the hot tub in the womens' locker room is a new Deferred Maintenance project that was not previously identified to the board. Sufficient funds exist within the Deferred Maintenance Fund to execute this project.

The hot tub began experiencing significant water loss in 2018. Several firms were solicited to isolate and repair the source of the leaks. During investigations it was discovered that several of the water jets were leaking at the surface tile interface. Additionally, the tub's hydrostatic relief plugs were found to have failed in the main sump pit. Repairs to these areas were completed, but subsequent tests demonstrated there remained a substantial leak located somewhere within the tub's liner. The most feasible method to remedy such a leak is to rebuild the hot tub. Under this project, the hot tub will be removed and replaced in its entirety. Existing water lines servicing the tub will be pressurized to confirm their integrity prior to replacement of the tub itself. This work also includes minor updates to finishes immediately adjacent to the hot tub.

Bids for this project were received on March 22, 2019. Barruzzini Contracting LLC of Brighton, MI was low responsive bidder for this project with a bid of $146,500.00.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with Barruzzini Contracting LLC in the amount of $146,500.00.

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