



Office of the President

**MAY 21, 2019
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **May 21, 2019**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in Room 101/103/123 of the Morris Lawrence Building (MLB), 4800 E. Huron River Drive, Ann Arbor, Michigan. Following the Monthly Meeting the Board will meet in Closed Session in room 120 of the MLB to discuss a periodic personnel evaluation.

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

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 p.m. – MAY 21, 2019
101/103/123, Morris Lawrence Building
4800 E. Huron River Drive, Ann Arbor, Michigan, 48105-4800**

- I. CALL TO ORDER and APPROVAL OF AGENDA**
- II. APPROVAL OF MINUTES (April 23rd Monthly Meeting) (Action).....Tab A**
- III. Recess to Go Into Closed Session to Discuss Collective Bargaining (Action)**
- IV. CITIZEN PARTICIPATION**
 - A. Verbal Communications
 - 1. WCC Education Association
 - 2. Public
 - B. Written Communications
- V. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Recommendations (Action).....Tab B
 - 2. Financial Reports (April 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. Resolution to Approve the 2019-20 Tax Levy Rate for General Operations (Action).....Tab E
 - 2. Approval of the 2019-20 General Fund Operating Budget (Action).....Tab F
 - 3. CLASB Fume Hood Replacement Contract Award (Action).....Tab G
 - 4. Amendment to Board Negotiating Team, 2019 WCCEA Part – Time Adjunct Teaching Faculty Contract (Action).....Tab H
 - 5. Reappointments of the Washtenaw Technical Middle College Board of Directors (Action)Tab I
- VIII. NEW BUSINESS**
 - A. Discussion
 - 1. Proposed Approval of 2019-20 Faculty Sabbaticals.....Tab J
 - 2. Approval of Examity Remote Proctoring ContractTab K
 - 3. Campus Cooling Tower Replacement Contract Award.....Tab L
 - 4. Technology Update and Proposal.....Tab M
 - B. Action
 - 1. Ratification of the 2019 AFSCME Local 1921 Bargaining Agreement Contract (Action).....Tab N
- IX. Adjournment of Monthly Meeting and Move into Closed Session to discuss a periodic personnel evaluation (Action)**

Board of Trustees
Washtenaw Community College

TAB A

ACTION

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

Subject
Approval of Minutes

Date
May 21, 2019

RECOMMENDATION

That the Board of Trustees approve the minutes of April 23rd Monthly Meetings as submitted.

Prepared by: Vanessa Brooks
Title: Director of President and Board Affairs

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

MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, APRIL 23, 2019

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on April 23, 2019 at 6:01 p.m. in room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

Present: Chair Christina Fleming, Vice Chair Bill Milliken, Secretary David DeVarti, Trustee Ruth Hatcher and Trustee Richard Landau

Absent: Treasurer Angela Davis, Trustee Diana McKnight-Morton and President Rose Bellanca

Moment of Silence

Chair Fleming asked the Trustees to join her in a moment of silence to acknowledge the passing of Alice Landau.

APPROVAL OF AGENDA (Action)

It was moved by Trustee Hatcher and seconded by Trustee Landau that the Board approve the agenda for the April 23rd Monthly Meeting. The motion was adopted.

Approval of Minutes (Action)

It was moved by Vice Chair Milliken and seconded by Trustee Hatcher that the Board approve the minutes of the March 26th Monthly Meeting. The motion was adopted.

CITIZEN PARTICPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty, thanked Trustee McKnight-Morton for the invitation to discuss diversity on the campus. Lastly, he invited all Trustees to reach out to discuss faculty concerns.

Public Comments

There were no public comments.

Written Communications

There were three written communications received.

SPECIAL REPORTS

Recognition of Susan Dentel

Dr. Kimberly Hurns, Vice President for Instruction and the Board of Trustees recognized WCC Life Sciences Faculty, Susan Dentel for being selected to receive the inaugural Dale P. Parnell Distinguished Faculty recognition by the American Association of Community Colleges.

Call to order

Moment of Silence

APPROVAL OF AGENDA (Action)

Approval of Minutes (Action)

CITIZEN PARTICPATION
WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS
Recognition of Susan Dentel

Curriculum and Assessment Report

Dr. Kimberly Hurns, Vice President for Instruction thanked Joy Garrett, Director of Curriculum and Assessment for her continued support of the faculty.

Ms. Lisa Veasey, WCC English Faculty and Curriculum Committee Chair, thanked the previous Curriculum and Assessment Chairs for their work. She informed the Board that currently there were six program assessment plans, six program assessment reports, twenty program changes and ten new programs in the last academic year.

Mr. Shawn Deron, Motorcycle Faculty and Assessment Chair reminded the Board that this was the fourth year of the Assessment Academy. Lastly, he mentioned his committee is working on changing the culture around assessment.

Diversity and Inclusion Report

A discussion on progress the programming and advancement the College is making in the areas of Access, Success, Equity and Inclusion was led by Clarence Jennings, Dean of Student Success, Access, Equity and Inclusion.

MONTHLY REPORTS

Personnel Recommendations (Action)

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

Financial Reports (March 2019)

It was moved by Vice Chair Milliken and seconded by Trustee Landau that the Board receive the Financial Reports for March 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, informed the Board that multiple construction projects for the College would be beginning soon. Lastly, he informed the Board that the bids for the SEMCOG non-motorized pathway were out for bid.

REMARKS

Remarks of Members of Board of Trustees

Trustee Hatcher stated that there were several departures in administration and she looks forward to the results of the Salary Survey. Lastly, she thanked Dean Clarence Jennings for his presentation and work in diversity and inclusion.

Trustee Landau thanked everyone for expressions of condolences to the passing of his Mother, Alice Landau.

Curriculum and Assessment Report

Diversity and Inclusion Report

MONTHLY REPORTS

Personnel Recommendations (Action)

Financial Reports (March 2019)

Facilities Development Report

REMARKS
Remarks of Members of Board of Trustees

President's Remarks

Ms. Linda Blakey, Vice President of Academic Services commented on behalf of President Bellanca. Vice President Blakey spoke about the most recent Free College Day held on April 6th. She also commented on the annual Staff Appreciation Event and Bravo Awards. Lastly, she reminded the board of the May 9th Economic Club Luncheon.

OLD BUSINESS

Associate Degree Recipient (Action)

It was moved by Vice Chair Milliken and seconded by Trustee Landau that the Board award the Honorary Associate Degree to Dr. Karl Covert for his extraordinary support of Washtenaw Community College and its students and for leading a life of service that has benefited our entire community. The motion was adopted.

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

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

Advanced Transportation Center Design Contract (Action)

It was moved by Vice Chair Milliken and seconded by Trustee Landau that the Board of Trustees approve a contract with Neumann Smith Architects of Southfield, MI, as the design firm for the new Advanced Transportation Center Project, in the amount not to exceed \$460,000.00, contingent upon the College administration obtaining a satisfactory contract with the firm.

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

Health & Fitness Center Women's Hot Tub Replacement Contract (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board approve a contract with Barruzzini Contracting LLC of Brighton, MI, as the contractor for the Health & Fitness Center Women's Hot Tub Replacement Project, in the amount of \$146,500.00, contingent upon the College administration obtaining a satisfactory contract with the firm.

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

NEW BUSINESS

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

It was moved by Secretary DeVarti and seconded by Trustee Landau that the Board, through its duly authorized officers, make application to the Liquor Control Commission for a special License for the sale of either beer and wine or beer, wine, and spirits for consumption on

President's Remarks

OLD BUSINESS

Honorary Associate Degree Recipient (Action)

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

Advanced Transportation Center Design Contract (Action)

Health & Fitness Center Women's Hot Tub Replacement Contract (Action)

NEW BUSINESS

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

the premises of Washtenaw Community College and with all adequate precautions to be in effect on the following days: July 13, July 16, July 17, and July 18, 2019. The motion was adopted.

CLASB Fume Hood Replacement Contract Award

Mr. Mark Allen, Vice President of Facilities Development and Operations, informed the Board that the contract to replace the outdated chemical fume hoods serving the physical science spaces in the Crane Liberal Arts and Sciences Building. He also stated it was a Deferred Maintenance project previously identified to the board.

Range Cleaning Contract (Action)

It was moved by Trustee Hatcher and seconded by Vice Chair Milliken that the Board approve a restoration contract for NextGen Services for an amount not to exceed \$200,000.00.

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

Approval of 2018 -19 Candidates for Graduation (Action)

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

Motion to Adjourn Monthly Meeting and Open Public Hearing (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 and Open the Public Hearing regarding the 2019-20 budget. The motion was adopted. The meeting adjourned at 7:36 p.m.

PUBLIC HEARING REGARDING THE 2019-2020 BUDGET

The Public Hearing was opened at 7:36 pm.

Public Comments

There were no public comments

Review of the Proposed 2019 – 20 Budget

Mr. William Johnson, Vice President and CFO talked to the Board about the budget process and the proposed budget for 2019-20.

Resolution to Approve the 2019-20 Tax Levy Rate for General Operations

Mr. William Johnson, Vice President and CFO mentioned to the Board that the tax rate will depend on the final information from the county.

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

CLASB Fume Hood
Replacement
Contract Award

Firing Range
Cleaning Contract
(Action)

Approval of 2018 -19
Candidates for
Graduation (Action)

Motion to Adjourn
Monthly Meeting
and Open Public
Hearing (Action)

**PUBLIC HEARING
REGARDING THE
2019-2020 BUDGET**

Public Comments

Review of the
Proposed 2019 – 20
Budget

Resolution to
Approve the 2019-20
Tax Levy Rate for
General Operations

Motion to Adjourn Public Hearing (Action)

It was moved by Secretary DeVarti and seconded by Trustee Landau that the Board move to adjourn the Public Hearing. The motion was adopted. The Public Hearing was adjourned at 8:15 p.m.

Respectfully submitted,

David DeVarti

Secretary

Christina Fleming

Chair

**Motion to Adjourn
Public Hearing
(Action)**

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject
Personnel Recommendations

Date
May 21, 2019

RECOMMENDATION

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

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

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

PERSONNEL RECOMMENDATIONS
May 2019

Economic & Community Development

Part-Time New Hires

Independent Staff

Stephen Frazier, UA Lab Technician, \$19.40 hourly

Meghan Nollen, Trainer, \$35.00 hourly

Michelle Meier, Trainer, \$35.00 hourly

Jane Reiter, Trainer, \$35.00 hourly

Morley Stevenson, Trainer, \$35.00 hourly

Jennifer Fansler, Trainer, \$25.00 hourly

Full-Time Ending Employment

Niko Dawson, Dean, Economic & Community Development, with four (4) years of service

Erica Estelle, Talent Development Specialist II, with three (3) years of service

Instruction

Full-Time New Hires

Independent Staff

Joyce VanMeter, Senior Director Public Service Training, \$87,176

Replacement

Support Staff

Sera Bird, Curriculum & Assessment Secretary, \$16.14 hourly

Replacement

Part-Time New Hires

Professional Faculty

Molly Brennan, Humanities, \$867 per course contact hour

Amy Markowsitz, Physical Sciences, \$867 per course contact hour

Yue Ma, Physical Sciences, \$867 per course contact hour

Brian Webb, Police Academy, \$35.53 hourly

Bev Seddon, Business, \$867 per course contact hour

Raymond Page, English/Writing, \$867 per course contact hour

Kathie Swan, Physical Sciences, \$867 per course contact hour

Ben Colman, Digital Media Arts, \$867 per course contact hour

Ovidiu Toader, Physical Sciences, \$867 per course contact hour

Maxwell Tupper, Physical Sciences, \$867 per course contact hour

Austin Parish, Physical Sciences, \$867 per course contact hour

Independent Staff

Tara Kowalewski, Assistant Instructional Designer, \$17.96 hourly

Jenna Steiner, STEM Success Coach, \$21.89 hourly

Support Staff

Joshua Coleman, Library Assistant, \$14.62 hourly

Student & Academic Services

Full-Time New Hires

Support Staff

Barbara Huff, Counseling & Career Planning Assistant, \$16.14 hourly

Student & Academic Services (cont.)

Part-Time New Hires

Independent Staff

Justin Villanueva, Temp Part-time Success Coach-Internship, \$19.40 hourly

Rachel Leonard, Temp Part-time Success Coach-Internship, \$19.40 hourly

Support Staff

Rawan Al-thabteh, Support Staff, \$12.72 hourly

Facilities Development & Operations

Full-Time Ending Employment

Dan Leslie, Construction Project Supervisor, with twelve (12) years of service

Mark Allen, Vice President for Facilities Development and Operations, with one (1) year of service

Human Resources

Full-Time New Hires

Christian Flanigan, Human Resource Assistant, \$46,895

Replacement

President

No Report

Public Relations/Marketing

No Report

Foundation

No Report

Finance

No Report

Information Technology

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Financial Reports (April 2019)

Date
May 21, 2019

RECOMMENDATION

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

Prepared by: William Johnson
Title: Executive Vice President for
Administration and CFO

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

Financial Narrative

April 2019

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2018-19, the ten months ended April 30, 2019.

Revenue

As of April 30, 2019, Total Revenues were \$105.5 million; Total Expenditures and Operating Transfers were \$87.8 million. Revenues in total are ahead of the expected budget for the first ten months of the fiscal year by approximately \$1.5 million.

Spring Tuition revenue is ahead of the year-to-date budget by approximately \$53,000 with both headcount and credit hour enrollments in line with budget assumptions. The Spring Tuition revenue amount includes 65% of the tuition revenue billed through April for the upcoming Spring/Summer term (an estimate of what will be earned in this fiscal year), along with \$1.6 million of tuition revenue that was earned for the prior 2018 Spring/Summer term.

State Aid revenue reflects an accrual for ten 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 \$52.7 million through April, which represents 99.7 percent of the total budgeted revenue from property taxes. This is ahead of the projected collections through the first ten 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 \$600,000 or more.

Expenditures

Total Expenditures through April 30, 2019, represent 80 percent of the budgeted expenditures for the fiscal year. Overall expenditures continue to be right on pace with what was projected through the first ten 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, while March and April experienced an increase to 31 vacancies. Additionally, YTD part-time vacancy savings will help to offset the one-time cost of \$459,000 related to settling the MPSERS PT Student matter.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of April 30, 2019

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,125,248	12,125,248	12,042,254	(82,994)
Tuition Winter	11,294,472	11,294,472	11,357,055	62,583
Tuition Spring	4,887,996	4,651,688	4,705,140	53,451
Student Fees	4,985,000	4,920,665	4,906,822	(13,843)
Total Tuition and Fees	<u>33,292,716</u>	<u>32,992,073</u>	<u>33,011,270</u>	<u>19,196</u>
Local Property Taxes	52,900,000	52,268,540	52,762,404	493,864
State Appropriations	14,696,374	11,977,354	12,263,253	285,899
Trade Partnerships	3,773,072	3,412,687	3,692,104	279,417
Investment Income	825,000	825,000	970,560	145,560
Other	1,835,364	1,538,361	1,645,163	106,803
Auxiliary Activities	1,218,650	1,002,367	1,149,479	147,112
Total Revenue	108,541,176	104,016,381	105,494,232	1,477,851
EXPENDITURES				
Humanities & Social Sciences	11,781,379	9,689,235	9,763,491	(74,256)
Math, Science & Engineering Technologies	8,753,365	7,187,959	7,243,224	(55,265)
Health Sciences	5,675,866	4,565,911	4,625,252	(59,341)
Business & Computer Technologies	7,220,896	5,917,728	6,260,441	(342,713)
Advanced Technologies & Public Service Careers	7,285,446	5,845,999	5,763,918	82,081
Continuing Education	611,388	467,031	430,041	36,990
Distance Learning	1,874,201	1,519,480	1,463,701	55,779
Instructional Support	14,002,083	11,505,018	10,976,243	528,775
Total Instruction	<u>57,204,624</u>	<u>46,698,360</u>	<u>46,526,311</u>	<u>172,049</u>
Student Services	9,240,586	7,489,717	6,939,226	550,491
Scholarships	1,669,467	1,571,735	1,552,067	19,668
Executive Management	2,140,537	1,639,262	1,613,518	25,743
General Admin - Institutional Services	7,377,407	5,619,423	7,025,741	(1,406,318)
MIS/Computer Services	8,109,460	6,228,199	6,084,379	143,820
Public Relations Development	3,217,702	2,357,469	2,219,984	137,484
Community Services	2,181,490	1,778,282	1,747,896	30,386
Physical Plant Operations	10,949,813	8,631,397	8,322,757	308,640
Utilities	2,089,700	1,734,562	1,719,761	14,801
Equipment	1,938,515	1,346,456	1,214,292	132,164
Total Non-Instruction	<u>48,914,677</u>	<u>38,396,501</u>	<u>38,439,621</u>	<u>(43,120)</u>
Total Expenditures	106,119,301	85,094,861	84,965,932	128,929
OPERATING TRANSFERS				
Unexpended Plant				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	1,221,875	1,221,875	-
Health & Fitness Center	(1,750,000)	(1,312,500)	(1,312,500)	-
Deferred Maintenance	2,000,000	2,000,000	2,000,000	-
Furniture	200,000	200,000	200,000	-
Total Operating Transfers	2,421,875	2,859,375	2,859,375	-
Total Expenditures and Operating Transfers	108,541,176	87,954,236	87,825,307	128,929
Operating Revenue Over Expenditures & Transfers	-	16,062,145	17,668,926	1,606,780
OTHER NON-OPERATING ACTIVITY				
Transfer to Unexpended Plant - Budgeted	-	-	-	-
Transfer to Unexpended Plant - Unbudgeted	-	-	-	-
Unrealized Gain/(Loss) on Investment	-	-	417,235	417,235
Total Revenue over Expenditures & Transfers	-	16,062,145	18,086,160	2,024,015

Capital Fund
Project Summary
April 30 , 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
April 30, 2019**

Since inception of fund:

General Fund Transfers	17,300,000
Completed projects	(11,504,362)
Projects in process	(4,785,997)
Uncommitted Fund Balance	<u><u>1,009,642</u></u>

Completed Projects:

	<u>Final Cost</u>
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 Tfrms	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	180,201
Total Completed	<u><u>11,504,362</u></u>

Projects in Process or scheduled to begin:

	<u>Allocated Budget</u>
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
OEB Exhaust Fan Rplcmts	55,000
Total of other projects < \$50,000 each	124,100
Total in Process	<u><u>4,785,997</u></u>

* Scheduled; no financial activity as of report date

Projects anticipated to begin in FY 20

	<u>Expected Budget</u>
BE-Replace Server room A/C units	50,000
Campus-DM Emergent Requirements	200,000
CAMPUS-Flooring Replacement (Based upon assessment)	150,000
Campus-Repair Asphalt Pavements	450,000
Campus-Replace concrete sidewalks	80,000
Campus-Replace VFDs Multiple locations	75,000
Campus-Upgrade Elevators	110,000
Campus-Upgrade Fire Alarm Panels	85,000
EC-Complete 10 Year Chiller overhaul	50,000
GL-Replace RTU and Controls	125,000
HFC-Locker Room Renovation	250,000
HFC-Replace free weight 10mm flooring	50,000
HFC-The lap pool and therapy pool floor and walls need to be replaced w/til	200,000
LA-Replace Corridor Floors	110,000
ML-Renovation Design	300,000
SC-Renovation Design	95,000
SR-Replace Dock 1 and 2 Dock Plates	70,000
Total of other projects < \$50,000 each	345,000
Total Pending	<u><u>2,795,000</u></u>



**WCC Active Portfolio
Portfolio Management
Portfolio Summary
April 30, 2019**

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Federal Agency Coupon Securities	7,000,000.00	6,934,432.22	6,992,050.52	26.80%	2,471	1409	2.226	2.257
State of Michigan Bonds	5,000,000.00	4,982,935.69	5,026,387.48	19.26%	2,164	1468	2.325	2.357
Municipal Bonds	14,000,000.00	14,069,654.33	14,073,117.49	53.94%	2,077	948	2.394	2.427
	26,000,000.00	25,987,022.24	26,091,555.49	100.00%	2,199	1,172	2,336	2,368

Investments

Total Earnings	Month Ending 4/30/2019	Fiscal Year 2018 - 2019 To Date	Month Ending 4/30/18	Fiscal Year 2017 - 2018 To Date
Current Year	53,061.17	503,288.70	49,124.86	469,104.46
Average Monthly Balance - Long Term Invested Balance		26,060,705.22		25,703,241.03
Effective Rate of Return - Long Term Invested Balance		2.32%		2.19%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 04/30/2019	2.46%	2.39%	2.28%	2.51%	2.75%

Reporting period 04/01/2019-04/30/2019

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 – 95% complete. Installation in progress.
 - Morris Lawrence – Complete.
 - Harriet St Center – Materials delivered.

Advanced Transportation Center

- Kickoff meeting completed with Neumann Smith on May 9th.
- Visioning, programming and function validation to begin with key stakeholders.

Deferred Maintenance Project Update

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

13	Campus Wide Flooring Replacement <i>FY19 \$100,000 – Complete flooring replacements across campus based upon assessment</i>	Design in progress
14	Energy Center Cooling Tower Replacement <i>FY19 \$800,000 – Replace campus cooling tower, associated piping and electrical</i>	Board discussion item
15	Parking Lot 6 Replacement <i>FY19 \$900,000 – Repave with subbase stabilization, asphalt and curb repairs</i>	Repairs identified for FY19
16	FEB Lighting Replacement <i>FY19 \$75,000 – Replace non-LED overhead lighting w/ LED fixtures</i>	Bid analysis in progress
17	Great Lakes Building Handicap Ramp Replacement <i>FY19 \$100,000 – Replace damaged and non-compliant concrete ramp</i>	Construction in progress
18	Great Lakes Building Foundation Waterproofing <i>FY19 \$62,000 – Repair waterproofing membrane for foundation wall</i>	Complete
19	HFC Domestic Hot Water System Replacement <i>FY19 \$375,000 – Replace hot water tanks w/ new gas fired hot water tanks</i>	Construction in progress
20	HFC Family Locker Room Shower Stalls <i>FY19 \$30,000 – Replace shower stall inserts w/ tile</i>	Complete
21	HFC Chiller 10 Year Maintenance Package <i>FY19 \$32,000 – Perform periodic recommended tear down and maintenance</i>	Project deferred to FY20
22	LA Chemistry Hood Repairs <i>FY19 \$150,000 – Complete repairs on existing lab hoods</i>	Board action item
23	LA Corridor Tile Floor Replacement 2nd Floor <i>FY19 \$110,000 – Replace quarry tile flooring w/ resilient flooring</i>	Design Complete. Bid documents in progress
24.	LA Water Softener Replacement <i>FY19 \$45,000 – Replace existing softener</i>	Complete
25	LA Roofing Repairs <i>FY19 \$60,000 – Complete repairs to the roof/parapet wall interface</i>	Complete
26	OEB Isolation Valve Replacement <i>FY19 \$20,000 – Relocate valve and strainer to accessible location</i>	Design Complete. Bid documents in progress
27	OEB Dental Lab Compressor Replacement <i>FY19 \$8,000 – Replace compressor unit</i>	Complete
28	OEB Autoclave Electrical Panel Relocation <i>FY19 \$12,000 – Reroute electrical feed directly from building substation</i>	Complete
29	OEB Auto Lab Exhaust Fan Replacement <i>FY19 \$25,000 – Replace failing exhaust fan</i>	Construction in progress
30	OEB Tunnel Exhaust Fan Replacement <i>FY19 \$20,000 – Replace failing exhaust fan</i>	Complete
31	Campus Wide Fall Protection Upgrades <i>FY19 \$30,000 – Install new OSHA compliant upgrades for roof fall protection</i>	Planning phase
32	HFC Defender Tank Replacement <i>FY19 \$90,000 – Replace failing components.</i>	Equipment delivered
33	HFC Repair Women’s Hot Tub <i>FY19 \$300,000 – Investigate and repair leaks in system.</i>	Pre-construction phase
34	HFC Pool Chemical Systems Upgrades <i>FY19 \$97,000 – Replace failing components and install redundant systems</i>	Awaiting equipment delivery
35	HFC Boiler Redundancy & Strainer Replacement <i>FY20 \$50,000 – Replace failing components and install redundant systems</i>	Contract award in progress
36	OEB Underground Exhaust Replacement <i>FY19 \$35,000 – Replace failing underground exhaust duct components.</i>	Design in progress

Campus Repair & Maintenance Projects Update

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

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

1. Peter Basso Associates, MLB Gun Range Air Distribution Study & Replacement Design, \$25,900

Board of Trustees
Washtenaw Community College

TAB E

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

ACTION

Subject
Resolution to recommend the Allowable 2019-20 Ad Valorem Tax Rate

Date
May 21, 2019

RECOMMENDATION

That the Board of Trustees approve the 2019-20 Tax Levy of **3.3763** mills for operations, as submitted. The 3.3763 mills will generate approximately \$58,574,234 of tax revenue.

Prepared by: William Johnson
Title: Executive Vice President for
Administration and CFO

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

Washtenaw Community College
2019-20 Tax Levy Resolution

The tax levy resolution, based on detailed analysis of operational needs and debt needs, includes a rate of 3.3763 mills for operations, which is the currently maximum millage rate.

	<u>Tax Rate</u>	<u>2019 Taxable Value</u>	<u>2020 Gross Revenue Generated</u>
General Fund	<u>3.3763</u>	<u>\$17,348,648,484</u>	<u>\$58,574,234</u>

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees has examined the financial circumstances of the Community College for fiscal year 2019-20, including estimated revenues, estimated expenditures, and the state equalized valuation of property located within the county, and determined that the levy of the total authorized millage rate will be necessary for the sound management and operation of the College; and
2. For 2019-20, the total operating millage rate of 3.3763 shall be levied upon property located within Washtenaw County boundaries.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

I, the undersigned, Secretary of the Board of Trustees of Washtenaw Community College, Ann Arbor, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees, Washtenaw Community College, Ann Arbor, Michigan, at its regular meeting held on May 21, 2019, the original of which is part of the Board's minutes.

David DeVarti,

Secretary, Board of Trustees

ACTION

4800 E. Huron River Drive
 Ann Arbor, Michigan 48105

Subject
 Approval of the 2019-20 General Fund Operating Budget

Date
 May 21, 2019

RECOMMENDATION

That the Board of Trustees approve the 2019-20 Budget Plan as submitted.

2019-20 GENERAL FUND OPERATING BUDGET

REVENUE	Budget 2019-20	EXPENDITURES	Budget 2019-20
Tuition and Fees	\$33,447,364	Personnel	\$84,777,013
Local Property Taxes	\$55,950,000	Non-Personnel	\$16,362,312
State Appropriations	\$14,683,926	Utilities	\$2,382,700
Investment Income	\$1,100,000	Trade Partnerships	\$3,134,507
Trade Partnerships	\$4,295,741	Institutional Initiatives	\$2,021,332
Other Miscellaneous	\$1,930,458	Total Expenditures	\$108,677,864
Auxiliary Activities	\$1,308,350	Operational Transfers	\$1,537,975
Total Revenue	\$112,715,839	Deferred Maintenance	\$2,500,000
		Total Expenditures and Transfers	\$112,715,839

Operational Revenue Over Expenditures **\$ 0**

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William Johnson
 Title: Executive Vice President for
Administration and CFO

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

ACTION

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

Subject
CLASB Fume Hood Replacement Contract Award

Date
May 21, 2019

Background

This project accomplishes the replacement of outdated chemical fume hoods serving the physical sciences spaces in the Crane Liberal Arts and Sciences Building. This work is a Deferred Maintenance project previously identified to the board and sufficient funds exist in that fund for this project.

There are currently 28 fume hoods located throughout the facility. The fume exhaust system, consisting of the fume hoods, ductwork, air valves, and roof-mounted exhaust fans, has not received major upgrades or repairs since the building was constructed. The system is interlocked with the building heating system to maintain consistent temperatures and air pressures. In the current condition the exhausting system is inefficient relative to modern standards and has surpassed its service life expectancy of 20-25 years. Despite investment in parts and labor, the hoods are unreliable and require frequent intervention by the Facilities staff to address failures and faults. Several of the hoods remain out of service and unusable by students, staff and faculty. This project repairs the existing cabinet bodies and replaces air valves, HVAC equipment and the entire control system. By addressing the operational needs of the exhausting system, this project also addresses gross energy inefficiencies by modernizing the equipment, programming and operational sequencing. The new control system is designed to foster remote monitoring while detailing real-time use and status of the system. This contract award would also include additive bid items for replacing HVAC reheat coils in the same spaces and adding an emergency purge feature for the hoods.

Bids for this project were received on April 12, 2019. Quality Air Service of Brighton, MI was low responsive bidder for this project with a bid of \$746,505.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with Quality Air Services of Brighton, MI in the amount of \$746,505.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William Johnson
Title: Executive Vice President for
Administration and CFO

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

Board of Trustees
Washtenaw Community College

TAB H

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Amendment of Board Negotiating Team,
2019 Washtenaw Community College Education Association
Part-Time Adjunct Teaching Faculty Union Contract

Date
May 21, 2019

RECOMMENDATION

That the Board of Trustees approve the following resolution:

WHEREAS, on February 26, 2019, the Board of Trustees of Washtenaw Community College appoints its negotiations team to negotiate with the Washtenaw Community College Education Association, affiliated with MEA/NEA.

BE IT RESOLVED, that the Board of Trustees of Washtenaw Community College appoints as its negotiators the following individuals:

- ✿ Samuel Veltri, Vice President of Human Resources and Labor Relations, Chief Negotiator
- ✿ Kimberly Hurns, Vice President for Instruction, Negotiator
- ✿ Katherine DeLong, Labor Relations Associate, Negotiator
- ~~✿ Kristen Good, Dean Arts & Sciences, Negotiator~~
- ✿ **Brandon Tucker, Dean of Advanced Technology and Public Service Careers**
- ✿ Eva Samulski, Dean Business/Computer Technologies, Negotiator
- ✿ Michelle Benin, HRIS Coordinator Negotiator

BE IT FURTHER RESOLVED, that these individuals be given the necessary power to make proposals, consider proposals, and make concessions in the course of negotiating or bargaining, subject to the final approval of the Board of Trustees.

Prepared by: Samuel J. Veltri

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

Title: Vice President

Rose B. Bellanca, President

Human Resources & Labor Relations

Board of Trustees
Washtenaw Community College

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Appointment of Washtenaw Technical Middle College
Board of Directors

Date
May 21, 2019

RECOMMENDATION

That the WCC Board of Trustees approve the re-appointment of Jan Gensheimer and Stuart E. White as Washtenaw Technical Middle College Board of Directors with terms ending April 2022. Background information on Ms. Gensheimer and Mr. White can be found on the back of this action page.

Prepared by: Lind Blakey
Title: Vice President, Student and Academic
Services

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

Jan Gensheimer

Ms. Gensheimer is a business consultant working with start-ups and second stage companies. Her company, UberLeaders, is focused on helping successful entrepreneurs grow faster and smarter. She has led privately held companies and non-profits (MichBio, NPower Michigan) through transitions. She has corporate experience designing and delivering marketing, strategy and re-engineering solutions for businesses, government and health care organization such as 3M Healthcare, the Medstat Group and Wayne County. She received a Bachelor of Arts and Secondary Education Teaching Certificate from Eastern Michigan University and a Masters of Business Administration from the University of Michigan.

Stuart E. White

Mr. White has many years of experience in teaching social studies, organizing and sponsoring academic games, and planning strategic educational initiatives. He was an organizer of House One in the Ann Arbor Public Schools, a personalized form of secondary education, which operated as the IDB Block. He is a national board member of the Academic Games League of America, with 38 years' experience in organizing interscholastic academic events for middle and high school students. Currently, he chairs the Board of Cogsdill Tool Products in Camden, South Carolina. Mr. White received a B.A. from DePauw University and a M.S. Ed. from Syracuse University.

DISCUSSION

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

Subject
Approval of 2019 – 20 Faculty Sabbaticals

Date
May 21, 2019

RECOMMENDATION

That the Board of Trustees approve the attached requested 2019-20 Faculty Sabbatical Leaves.

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

Summaries for Recommended Sabbatical Leave Requests

(from Jean Miller, *Sabbatical Leave Summaries Memorandum*, May 10, 2019)

Brenda Foster: Mathematics and Engineering Studies, Winter 2020

Brenda's proposal is to study in-depth an innovative social engagement theory proposed by Linda Kohanov that posits the leader as a master herder. Brenda's training in the Five Roles of a Master Herder, at Kohanov's facility in Arizona, will develop this metaphor further and allow Brenda to envision its application to her role as instructor. Her goal is to improve her teaching by testing this and other innovative techniques as ways of facilitating growth and learning for each student in her classroom. She intends to present what she has learned in a KALPA session when her training is complete. The committee has determined that this project meets sabbatical guidelines.

Bonnie Tew: Humanities, Winter 2020

Bonnie intends to continue work begun this year on a major initiative in her division to explore ways of making liberal arts courses more relevant to the needs of students whose fields are outside the liberal arts. She will be working to establish a framework for offerings in COM 101, Fundamentals of Speaking, which will incorporate assignments students will likely encounter in the workplace. This will require research on employers' needs, assignment design, and work to align the new offerings with those established in respected publications. Bonnie expects her work to feed into the larger project work of her division. The committee has determined that this project meets sabbatical guidelines.

Emily Thompson: Life Sciences, Winter 2020

Emily's project includes two research strands: genetics and sustainability. She will study data on birth defects in both Michigan and throughout the US, as well as uncovering updates to the human genome sequence, such as Decode in Reykjavik, Iceland. She will work to compare sustainability efforts in environments such as Reykjavik, Iceland, and San Francisco with those in Ann Arbor, and will investigate sustainability efforts at community colleges such as Delta in Michigan, and universities such as Stanford. She plans to investigate the collaboration between business and environmentalists at Indiana Dunes National Park. The committee has determined that this project meets sabbatical guidelines.

Sandra McCarthy: Library, Winter 2020

Sandra's project encompasses research she will do under the aegis of the Medical Library Association Research Training Institute, which has awarded her a scholarship to their training institute in Chicago this July and has accepted her research proposal. Her proposal is to research the competency and perceived competency of community college health sciences librarians as reflected in the Medical Library Association Competencies for Lifelong Learning and Professional Success. A second project is to design and deliver a research institute for Washtenaw students to promote capabilities for scholarly research, as determined through her research, and to ready students for upper level university research. The committee has determined that this project meets sabbatical guidelines.

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

Subject
Approval of Examity Remote Proctoring Contract

Date
May 21, 2019

Background

In 2015, Washtenaw Community College developed a robust strategy for developing online programs. Maintaining the integrity of the high-stakes exams administered by faculty was, and continues to be, a high priority. The College also required a simple solution for further validating a student's identity beyond standard password authentication in online courses. Furthermore, the faculty required live, remote proctoring as the option for exams such as mid-terms and finals. To satisfy these needs, the online learning department, vetted multiple companies which could provide all levels of service to inclusively meet the minimum requirements. Through rigorous research, it was discovered that many vendors offered various forms of recorded virtual proctoring, secure browsers, and/or identification verification. However, it became apparent that only one vendor, Examity, could provide all of the required tiers of service at independent cost levels. WCC required:

- Live proctors needed to be trained and employed by the provider (Not using 3rd party contracting or outsourcing)
- Proctors and services need to be available 24/7/365
- Proctors need to limit the administration to 6 people maximum at one time
- Proctors need to follow and administer the testing policies of the individual faculty member
- The company can offer an enterprise service to work directly with faculty on an individual basis
- The software service integrates with Blackboard Learning Management System
- The solution passes the requirements set by WCC Informational Technology Services

Due to the successful pilot which concluded in May 2016, the College adopted Examity as the learning validation and remote proctoring service. Since that time, WCC has expanded its online offerings and enrollment steadily, increasing the corresponding costs of service for Examity. As of March 2019, the College has proctored 8522 exams using Examity.

RECOMMENDATION

That the Board of Trustees approve the continuation of Examity Learning Validation and Remote Proctoring at an annual cost not to exceed \$75,000.

A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by: 
Rose B. Bellanca, President

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

Subject
Campus Cooling Tower Replacement Contract

Date
May 21, 2019

Background

Following the summer 2019 cooling season, the College intends to replace the cooling towers serving the Gunder Myran Building, Crane Liberal Arts and Science Building, Business Education Building, Technical and Industrial Building, Student Center Building and the Larry Whitworth Occupational Education Building. This work is a Deferred Maintenance project previously identified to the board and sufficient funds exist in the fund for this project.

This project replaces the two existing cooling towers, which are 20 years old and have reached the end of their life cycle. The three new ceramic-bodied cooling towers, each sized to handle approximately half of the campus' normal summer cooling load, utilize a modern design that offers better temperature control, critical equipment redundancy, increased environmental safety, and improved energy efficiency. With the new equipment configuration, the College is better able to perform routine summer maintenance and avoid disruptions to campus activities in the event of an unplanned outage. Additional work includes piping modifications, support structure alterations and a new filtering system to protect the new towers.

The college received seven proposals and Professional Thermal of Howell, MI was low responsive bidder for this project with a base bid plus alternates 1 & 2 totaling \$960,500.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with Professional Thermal in the amount of \$960,500.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson

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

Title: Executive Vice President of Administration & CFO

Rose B. Bellanca, President

Board of Trustees
Washtenaw Community College

TAB M

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Technology Update and Proposal

Date
May 21, 2019

Materials for this agenda item will be distributed at the Board meeting and will include an update to the technology assessment review provided to the Board during the February Board retreat and a recommended proposal to best address the technology needs of the college.

Prepared by: William Johnson
Title: Executive Vice President for
Administration and CFO

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

Board of Trustees
Washtenaw Community College

TAB N

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Ratification of the Washtenaw Community College A.F.S.C.M.E.
Local 1921 Master Agreement

Date

May 21, 2019

RECOMMENDATION

That the Board of Trustees ratify the proposed three-year agreement effective July 1, 2019, continuing through June 30, 2022, between Washtenaw Community College A.F.S.C.M.E Local 1921 and the Washtenaw Community College Board of Trustees.

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

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