



Office of the President

**JULY 30, 2019
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **July 30, 2019**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** Towsley Auditorium, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, MI 48105.

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

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. – JULY 30, 2019
Towsley Auditorium, Morris Lawrence Building
4800 E. Huron River Drive, Ann Arbor, Michigan 48105**

- I. CALL TO ORDER and APPROVAL OF AGENDA**
- II. APPROVAL OF MINUTES (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. SPECIAL REPORTS**
 - A. Master Plan Process Update
 - B. College Goals – Strategic Plan Accomplishments 2018 – 19
- VI. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Matters
 - a. Monthly Personnel Recommendations **(Action)**.....**Tab B**
 - b. Appointment and 2019-20 Salary Adjustment for the President /CEO **(Action)**.....**Tab C**
 - 2. Facilities Development Report.....**Tab D**
- VII. Remarks**
 - A. Remarks of Members of Board of Trustees
 - B. President’s Remarks
- VIII. OLD BUSINESS**
 - A. Action
 - 1. Recommendation for New Programs 2019-20 **(Action)**.....**Tab E**
 - 2. Recommendation for Discontinuation of Programs 2019-20 **(Action)**.....**Tab F**
 - 3. Design Contract for the ML Renovation Project **(Action)**.....**Tab G**
 - 4. ML Firing Range Ductwork Replacement Contract **(Action)**.....**Tab H**
- IX. NEW BUSINESS**
 - A. Action
 - 1. Ratification of Appendix E of the Washtenaw Community College Education Association Master Agreement (Part-Time Adjunct Teaching Faculty) Contract **(Action)**.....**Tab I**
 - B. Discussion
 - 1. SC Flooring Replacement Contract.....**Tab J**
- X. ADJOURNMENT OF MONTHLY MEETING (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
July 30, 2019

RECOMMENDATION

That the Board of Trustees approve the minutes of the June 25th Monthly Meeting 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, JUNE 25, 2019

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on June 25, 2019 at 6:02 p.m. in Towsley Auditorium, 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 Richard J. Landau and Trustee Diana McKnight-Morton

Participated Electronically: Trustee Ruth Hatcher

Electronic Meeting Participation (Action)

It was moved by Trustee Landau and seconded by Vice Chair Milliken that Trustee Hatcher be permitted to attend the meeting via conference (electronically).

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

Approval of Agenda (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Landau that the Board approve the agenda for the June 25th Monthly Meeting.

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

Approval of Minutes (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board approve the minutes of the May 21st Monthly Meeting and June 4th Special Meeting as submitted.

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

CITIZEN PARTICPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty, commented to the Board about the Technology Managed Service Contract urging the College to find a middle ground.

Call to order

Electronic Meeting Participation (Action)

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICPATION

WCC Education Association
WCC Education Association

Public Comments

Ms. Marie Wood spoke to the Board about the Technology Managed Service Contract.
Mr. Francisco Roque spoke to the Board about the Technology Managed Service Contract.
Mr. Sean Thomas spoke to the Board about the Technology Managed Service Contract.
Mr. Nilotpal Bhattacharyh spoke to the Board about the Technology Managed Service Contract.
Mr. Nicholas Hunt spoke to the Board about the Technology Managed Service Contract.
Mr. Jay Irwin spoke to the Board about the Technology Managed Service Contract.
Mr. Robert Barber spoke to the Board about the Technology Managed Service Contract.
Mr. Aaron Williams spoke to the Board about the Technology Managed Service Contract.
Mr. William Thomas spoke to the Board about the Technology Managed Service Contract.
Mr. Robert Wheeler spoke to the Board about the Technology Managed Service Contract.

Written Communications

There were seventy-two written communications received.

SPECIAL REPORTS

Mandatory Audit Communication

Mr. Tom Winkleman of Rehmann Robson reminded the Board of the type and scope of professional services Rehman Robson offers to them. He also spoke about key audit communications, the purposed audit timeline, and new accounting pronouncements.

WCC at Parkridge Update

Mr. Anthony Williamson, Manager of Community Development reminded the Board that the Mission of Parkridge Community Center is to enhance the quality of life for Ypsilanti's residents by supporting children, youth and families through a wide range of programs and services. He summarized for the Board the activities and programs held at Parkridge. Lastly, he mentioned the changes that will take place in the 2019-20 academic year.

WTMC Update

Ms. Linda Blakey, Vice President of Student and Academic Services introduced WTMC Dean, Mr. Karl Covert. Dean Covert talked to the Board about the composition of the WTMC population. He also highlighted the successes WTMC has accomplished over the last academic year.

MONTHLY REPORTS

Personnel Recommendations (Action)

It was moved by Vice Chair Milliken and seconded by Trustee Hatcher that the Board approve the personnel recommendations as submitted.

Public Comments

Written Communications

SPECIAL REPORTS

Mandatory Audit Communication

WCC at Parkridge Update

WTMC Update

MONTHLY REPORTS

Personnel Recommendations (Action)

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

2019-20 Independent Staff Salary Range Table (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Landau that the Board approve the 2019-20 Independent Staff Salary Range Table as submitted.

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

2019-20 Independent Staff Salary Adjustments (Action)

It was moved by Vice Chair Milliken and seconded by Treasurer Davis that the Board approve a 1.5% adjustment to the Independent Staff salary and wage rates for the 2019-20 fiscal year.

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

Part –Time Staff and Coaches Wage Rates (Action)

It was moved by Treasurer Davis and seconded by Trustee Landau that the Board approve the 2019-20 Part-Time Support Staff and Club Sports Coaches Salary as submitted.

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

Part – Time Faculty Wage Rates (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board approve the 2019 -20 Part-Time Faculty Wage Rates as submitted.

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

2019 -20 Department Chair Appointments (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board approve the attached 2019 - 20 Faculty Department Chair appointments as submitted.

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

**Personnel
Recommendations
(Action)(cont)**

**2019-20
Independent Staff
Salary Range Table
(Action)**

**2019-20
Independent Staff
Salary Adjustments
(Action)**

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

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

**2019 -20
Department Chair
Appointments
(Action)**

Financial Reports (May 2019) (Action)

It was moved by Trustee Landau and seconded by Vice Chair Milliken that the Board receive the Financial Reports for May 2019 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

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

Facilities Development Report

Mr. William Johnson, Vice President and CFO briefed the Board on the status of several projects. Lastly, he updated the Board on the progress of the LA Chemistry Hood Project.

REMARKS

Remarks of Members of Board of Trustees

Trustee Hatcher thanked the Trustees for permitting her to participate remotely.

Treasurer Davis thanked the IT Department and the community for their communications in regards to the Technology Managed Service Contract.

President's Remarks

President Bellanca thanked Trustee Hatcher for speaking at the Adult Transition Ceremony. She also thanked faculty member Tina Sprague for overseeing WCC students' involvement with the Mission of Mercy Healthcare event that provided dental and healthcare procedures for little or no cost to over a 1000 adults and children. Lastly, President Bellanca congratulated biology faculty member Dr. Marvin Boluyt who developed the Exercise is Medicine on Campus Program which led to WCC receiving a silver level award.

OLD BUSINESS

Approval of 2019 - 20 Faculty Sabbaticals (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Landau that the Board approve the requested 2019-20 Faculty Sabbatical Leaves as submitted.

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

Approval of Examity Remote Proctoring Contract (Action)

It was moved by Trustee Landau and seconded by Vice Chair Milliken that the Board approve the continuation of Examity Learning Validation and Remote Proctoring at an annual cost not to exceed \$75,000.

Financial Reports (May 2019) (Action)

Facilities Development Report

REMARKS

Remarks of Members of Board of Trustees

President's Remarks

OLD BUSINESS

Approval of 2019 - 20 Faculty Sabbaticals (Action)

Approval of Examity Remote Proctoring Contract (Action)

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

**Approval of Exami
Remote Proctoring
Contract
(Action)(cont)**

Campus Cooling Tower Replacement Contract Award (Action)

It was moved by Trustee Landau and seconded by Trustee McKnight-Morton that the Board approve a construction contract with Ecker Mechanical in the amount of \$1,098,375.

**Campus Cooling
Tower Replacement
Contract Award
(Action)**

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

Approval of Technology Managed Service Contract (Action)

It was moved by Trustee Landau and seconded by Vice Chair Milliken that the Board approve a five-year technology managed services contract, commencing July 29, 2019 with Ellucian Company L.P. in the fixed amount of \$5,241,826 per year for each of the five years. It is also recommended that the Board approve the utilization of General Fund Reserves to fund the costs of the proposed Transition Assistance Plan for the impacted WCC IT Staff.

**Approval of
Technology
Managed Service
Contract (Action)**

A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; no, Trustee Hatcher; no, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted.

NEW BUSINESS

NEW BUSINESS

Recommendation for New Programs 2019-20

Dr. Kimberly Hurns, Vice President for Instruction briefed the Board on the need for the new recommended programs.

**Recommendation
for New Programs
2019-20**

Recommendation for Discontinuation of Programs 2019-20

Dr. Kimberly Hurns, Vice President for Instruction explained to the Board the need for the discontinuation of the programs submitted.

**Recommendation
for Discontinuation
of Programs 2019-
20**

Design Contract for the ML Renovation Project

Mr. William Johnson, Vice President and CFO communicated to the Board that this contract was the first phase of the ML renovation project and will be funded through the deferred maintenance fund.

**Design Contract for
the ML Renovation
Project**

ML Firing Range Ductwork Replacement Contract

Mr. William Johnson, Vice President and CFO explained to the Board the necessity for the firing range ductwork replacement in ML.

**ML Firing Range
Ductwork
Replacement
Contract**

Adjournment of Monthly Meeting (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board move to adjourn the Monthly meeting. A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted. The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

**Adjournment of
Monthly Meeting
(Action)**

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject
Personnel Recommendations

Date
July 30, 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 Ed. D.*
Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS
July 2019

Economic & Community Development

Part-Time New Hires

Independent Staff

Leonia Gregory, PT Proctor, \$14.84

Instruction

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Kraig Kourt, Police Academy, \$35.53 hourly

Joon Hur, Police Academy, \$35.53 hourly

Robert Pfannes, Police Academy, \$35.53 hourly

William Prestidge, Police Academy, \$35.53 hourly

Dennis Szymankiewicz, Police Academy, \$35.53 hourly

Brad Kourt, Police Academy, \$35.53 hourly

Chris Kinaschuk, Police Academy, \$35.53 hourly

Adam Bender, Laboratory Assistant-Physical Sciences, \$19.78 hourly

Support Staff

Sean Sangster, Support Staff, \$12.91 hourly

Craig Popkowski, Support Staff, \$14.84 hourly

Andrew Stewart, Support Staff-Ironworker, \$14.84 hourly

Aaron Murphy, Support Staff-Ironworker, \$14.84

Daniel Gilley, Support Staff-Transportation Tech, \$12.91 hourly

Student & Academic Services

No Report

Finance

Full-Time New Hires

Independent Staff

Teri Hernandez, Accounts Receivable Technical Assistant, \$17.13 hourly

Replacement

Part-Time New Hires

Support Staff

Susan Mieras, PT Cashier, \$14.84 hourly

Facilities Development & Operations

Full-Time New Hires

Independent Staff

Robert Gula II, Construction Project Manager, \$61,002 annual

Replacement

Foundation

Full-Time Ending Employment

Christine Casoli, Director Major Gifts & Development, with less than one (2) years of service

President

No Report

Public Relations/Marketing

No Report

Information Technology

IT full-time staff transition completed effective 7/31

Human Resources

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

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

Subject
Appointment and 2019-20 Salary Adjustment for the
President and Chief Executive Officer

Date
July 30, 2019

RECOMMENDATION

That the Board of Trustees extend the appointment of Dr. Rose B. Bellanca as President and Chief Executive Officer to June 30, 2022, that her 2019-2020 salary be set at \$224,097, that she receive the opportunity to take paid bereavement leave at a time before January 1, 2020, and that the Chair of the Board of Trustees be authorized to sign a contract with Dr. Bellanca on behalf of the Board.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Larry Barkoff

Recommended by: Larry Barkoff

Title: General Counsel

Larry Barkoff, General Counsel

Washtenaw Community College

Office of Facilities Management

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 – Complete.
 - Morris Lawrence – Complete.
 - Harriet St Center – Materials delivered. Installation scheduled.

Advanced Transportation Center

- Conceptual floor plan reviewed with A/E firm and WCC team.
- Finalized programing, and space uses within new building.
- Exterior design concepts to be presented.

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>	Construction in progress
8	MLB Firing Range Air-Handling Units Replacement <i>FY18 \$1,550,000 – Replace existing AHU w/ new ERU</i>	Construction in progress
9	SCB South Stair Ceramic Tile Replacement <i>FY18 \$40,000 – Replace ceramic tile on stairway leading to 2nd floor</i>	Project covered within #20 in CRM
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>	FY19 scope includes LA corridor flooring
14	Energy Center Cooling Tower Replacement <i>FY19 \$1,340,000 – Replace campus cooling tower, associated piping and electrical</i>	Planning phase
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>	Project Deferred
17	Great Lakes Building Handicap Ramp Replacement <i>FY19 \$100,000 – Replace damaged and non-compliant concrete ramp</i>	Complete
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>	Complete
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 \$840,000 – Complete repairs on existing lab hoods</i>	Planning phase
23	LA Corridor Tile Floor Replacement 2nd Floor <i>FY19 \$110,000 – Replace quarry tile flooring w/ resilient flooring</i>	Contract award 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>	Contract award 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>	Complete
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>	Complete
33	HFC Repair Women’s Hot Tub <i>FY19 \$300,000 – Investigate and repair leaks in system.</i>	Demolition Complete, Installation in progress
34	HFC Pool Chemical Systems Upgrades <i>FY19 \$97,000 – Replace failing components and install redundant systems</i>	Complete
35	HFC Boiler Redundancy & Strainer Replacement <i>FY19 \$50,000 – Replace failing components and install redundant systems</i>	Complete
36	OEB Underground Exhaust Replacement <i>FY19 \$35,000 – Replace failing underground exhaust duct components.</i>	Construction 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 rebid August 2019
2	SC 1st 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>	Permitting / Submittals
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 deferred
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>	Construction in progress
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>	Equipment delivered
12	OEB Update Staff Restrooms <i>FY19 \$30,000 – Update existing staff restrooms</i>	Construction 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 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>	Construction 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>	Contract award in progress.

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

1. DLZ, HFC Locker Room Renovations, \$36,232
2. Harper Electric, Firing Range Duct Work & Lighting Repl, \$64,000
3. Hoover Wells, OE Floor Polishing Project, \$99,960
4. KONE Inc., CLASB Hydraulic Passenger Elevator Repairs, \$27,180

ACTION

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

Subject
Recommendations for New Programs 2019 - 20

Date
July 30, 2019

RECOMMENDATION

That the Board of Trustees approve the New Programs and 3 +1 Articulation Agreements for Fall 2019 as listed below:

- ❖ Business Enterprise Basics Certificate – Business/Computer Technologies Division – Business Department
- ❖ Business Enterprise Essentials Basics Advanced Certificate – Business/Computer Technologies Division – Business Department
- ❖ Business Enterprise Associate in Applied Science – Business/Computer Technologies Division – Business Department

- ❖ WCC AAS in Accounting and Eastern Michigan University BBA with any Business Major
- ❖ WCC AAS in Computer System and Networking/Computer and Network Security and Eastern Michigan University BS in Information Assurance and Cyber Defense
- ❖ WCC AS in Environmental Science and Siena Heights University BS in Environmental Sciences
- ❖ WCC AAS In Graphic design and Eastern Michigan University BFA with Graphic Design Concentration
- ❖ WCC AAS in management and Eastern Michigan University BBA with any Business Major
- ❖ WCC AAS in Nursing and University of Michigan-Flint BS in Nursing
- ❖ WCC AAS in Retail Management and Easter Michigan University BBA with any Business Major
- ❖ WCC AAS in Retail Management and Eastern Michigan University BFA in Apparel, Textiles and Merchandising
- ❖ WCC AAS in Supply Chain and Eastern Michigan University BBA with any Business Major

Prepared by: Dr. Kimberly Hurns

Recommended by: 

Title: Vice President for Instruction

Rose B. Bellanca, President

**Business Enterprise Basics
Certificate – 15 credits
Business/Computer Technologies Division – Business Department**

Description: In this program, students will develop a foundational understanding of business operations basics. It will provide a framework for students to develop a plan for future study in the business field.

This program will provide the student with business foundation skills and knowledge, and it is the first credential of two certificates that “nest” into the A.A.S. Business Enterprise degree at WCC. Further, this certificate will allow the student to determine a specific field of study in business.

Need/Job Demand: The Bureau of Labor Statistics cites “Employment of business and financial operations occupations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations.”

Student Learning Outcomes:

1. Identify the process steps used to create, analyze, and improve both written and spoken business messages.
2. Identify the functions of business and how they work together to meet organizational goals.
3. Identify basic management concepts and principles that promote organizational success.
4. Identify a company's marketing strategy.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 3/28/19.

Wage Data: This medium annual wage for business and financial occupations was \$67,710 in May 2017, which was higher than the median annual wage for all occupations of \$37,690.¹

Program Requirements:

Semester 1	
BMG 207 Business Communication	3
BMG 140 Introduction to Business	3
BMG 250 – Principles of Marketing	3
BMG 230 – Principles of Management	3
ACC 100 – Accounting Practices for Business	
Or ACC 111 – Principles of Accounting I	3-4
Total Credit Required:	15-16

¹ Occupational Outlook Handbook Bureau of Labor Statistics

**Business Enterprise Essentials Basics
Advanced Certificate – 16 credits
Business/Computer Technologies Division – Business Department**

Description: In this program, students will build the essential skills for daily business operations, spanning the major fields of practice. Students will select courses from business management, marketing, finance and communication to build a personal career path.

This 16-credit advanced certificate will “nest” into the A.A.S. Business Enterprise degree. The WCC student can select the major field of business concentration they may wish to pursue and develop appropriate skills.

Need/Job Demand: The Bureau of Labor Statistics cites “Employment of business and financial operations occupations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations.”

Student Learning Outcomes:

1. Define a business problem appropriate to the case study provided.
2. Acquire appropriate industry research.
3. Apply critical thinking and three business enterprise essential skills to the problem.
4. Make and explain a recommendation to solve the identified problem.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 3/28/19.

Wage Data: This medium annual wage for business and financial occupations was \$67,710 in May 2017, which was higher than the median annual wage for all occupations of \$37,690.

Program Requirements:

BMG 293 Business Enterprise Essentials Capstone	1
Plus 15 credits from the following courses:	
BMG 200 Relationship Skills in the Workplace	3
BMG 240 Human Resources Management	3
ACC 131 QuickBooks	3
ACC 110 Payroll Accounting	3
BOS 184 Spreadsheet Software Applications I	3
BMG 111 Business Law I	3
BMG 160 Principles of Sales	3
BMG 205 Creating the Customer Experience	3
BMG 206 Retail Principles and Practices	3

Recommendation for New Programs 2019-2020

BMG 228 Purchasing and Inventory Control	3
BMG 181 Introduction to Supply Chain Management	3
BMG 273 Managing Operations	3
Total Credits Required:	16

Suggested Career Path

<i>Management</i>	
BMG 240 Human Resources Management	3
BMG 111 Business Law I	3
BMG 228 Purchasing and Inventory Control	3
BMG 181 Intro to Supply Chain Management	3
BMG 273 Management Operations	3
BMG 293 Business Enterprise Essentials Capstone	1

<i>Finance</i>	
ACC 131 QuickBooks	3
ACC 110 Payroll Accounting	3
BOS 184 Spreadsheet Software Applications I	3
BMG 228 Purchasing & Inventory Control	3
BMG 111 Business Law I	3
BMG 293 Business Enterprise Essentials Capstone	1

<i>Marketing and Communications</i>	
BMG 200 Relationship Skills in the Workplace	3
BMG 240 Human Resources Management	3
BMG 160 Principles of Sales	3
BMG 205 Creating the Customer Experience	3
BMG 206 Retail Principles and Practices	3
BMG 293 Business Enterprise Essentials Capstone	1

**Business Enterprise
Associate in Applied Science – 60 credits
Business/Computer Technologies Division – Business Department**

Description: In this program, students will develop a practical background in daily business operations, spanning the major fields of practice. Students will gain the knowledge and skills necessary to enter or advance in Business. Students can focus on one or more of the areas such as business management, marketing or finance.

This is the third credential in the business enterprise program (Business Enterprise Basics Certificate and Business Enterprise Essentials Advanced Certificate) and is a completion credential for employment in business.

Need/Job Demand: The Bureau of Labor Statistics cites “Employment of business and financial operations occupations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations.”

Student Learning Outcomes:

1. Define a business problem appropriate to the case study provided.
2. Acquire appropriate industry research.
3. Apply critical thinking and three business enterprise essential skills to the problem.
4. Make and explain a recommendation to solve the identified problem.

Curriculum Review: Reviewed by the Curriculum and Assessment Committees 3/28/19.

Wage Data: This medium annual wage for business and financial occupations was \$67,710 in May 2017, which was higher than the median annual wage for all occupations of \$37,690.

Program Requirements:

Semester 1	
BMG 207 Business Communication	3
BMG 140 Introduction to Business	3
BMG 250 – Principles of Marketing	3
BMG 230 – Principles of Management	3
ACC 100 – Accounting Practices for Business	
Or ACC 111 – Principles of Accounting I	3-4
Total Credit Required:	15-16
Semester 2	

Recommendation for New Programs 2019-2020

Complete 15 credits from the following courses:	
BMG 200 Relationship Skills in the Workplace	3
BMG 240 Human Resources Management	3
ACC 131 QuickBooks	3
ACC 110 Payroll Accounting	3
BOS 184 Spreadsheet Software Applications I	3
BMG 111 Business Law I	3
BMG 160 Principles of Sales	3
BMG 205 Creating the Customer Experience	3
BMG 206 Retail Principles and Practices	3
BMG 228 Purchasing and Inventory Control	3
BMG 181 Introduction to Supply Chain Management	3
BMG 273 Managing Operations	3
	15
Semester 3	
BMG 293 Business Enterprise Essentials Capstone	1
Writing/Composition	3
Mathematics	3
Natural Sciences	3
Open Electives	5
	15
Semester 4	
2 nd Writing/Composition	3
Social and behavioral Sciences	3
Arts and Humanities	3
Open Electives	6
	15
Total Credits Required:	60 - 61

3 + 1 Articulation Agreement Degree Programs

**Washtenaw Community College – AAS in Accounting
And
Eastern Michigan University – BBA with any Business Major**

General Education/MTA	30 credits
WCC Accounting Requirements and Electives	52 credits
Total Transfer Credits	82 credits

**Washtenaw Community College – AAS in Computer System & Networking/ Computer and
Network Security
And
Eastern Michigan University – BS in Information Assurance and Cyber Defense**

General Education/MTA	30 credits
WCC Computer Systems & Networking Requirements and Electives	49 credits
Total Transfer Credits	79 credits

**Washtenaw Community College – AS in Environmental Science
And
Siena Heights University – BS in Environmental Science**

General Education/MTA	30 credits
WCC Environmental Science Requirements and Electives	60 credits
Total Transfer Credits	90 credits

**Washtenaw Community College – AAS in Graphic Design
And
Eastern Michigan University – BFA with Graphic Design Concentration**

General Education/MTA	30 credits
WCC Graphic Design Requirements and Electives	55 credits
Total Transfer Credits	85 credits

**Washtenaw Community College – AAS in Management
And
Eastern Michigan University – BBA with any Business Major**

General Education/MTA	30 credits
WCC Management Requirements and Electives	52 credits
Total Transfer Credits	82 credits

**Washtenaw Community College – AAS Nursing
And
University of Michigan - Flint – Bachelor of Science in Nursing**

General Education/MTA	30 credits
WCC Nursing Requirements and Electives	45 credits
Total Transfer Credits	75 credits

**Washtenaw Community College – AAS in Retail Management
And
Eastern Michigan University – BBA with any Business Major**

General Education/MTA	30 credits
WCC Retail Management Requirements and Electives	52 credits
Total Transfer Credits	82 credits

**Washtenaw Community College – AAS in Retail Management
And
Eastern Michigan University – BFA in Apparel, Textiles and Merchandising**

General Education/MTA	30 credits
WCC Retail Management Requirements and Electives	43 credits
Total Transfer Credits	73 credits

Washtenaw Community College – AAS in Supply Chain

**And
Eastern Michigan University – BBA with any Business Major**

General Education/MTA	30 credits
WCC Supply Chain Requirements and Electives	52 credits
Total Transfer Credits	82 credits

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval to Discontinue Programs 2019 - 20

Date
July 30, 2019

RECOMMENDATION

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

- ❖ Child Care and Education - Certificate
- ❖ Mobile Device Programming – Certificate
- ❖ Pharmacy Technology – Certificate

Prepared by: Dr. Kimberly Hurns

Title: Vice President of Instruction

Recommended by:

Rose B. Bellanca Ed.D.

Rose B. Bellanca, President

Recommendation for Discontinued Programs for 2019-2020

Child Care and Education (CVCCE)

This program is being discontinued effective fall 2019. This advanced certificate program no longer has meaning in the early childhood field. There is not employment advantage to the student to obtain this certificate. WCC will continue to offer the Child Development Certificate and Associate in Applied Science programs.

Compliance with WCC Policy: Students who have started the program are being taught through to completion. Because the advanced certificate courses are embedded in the associate degree, students will still be able to complete the program. New students are being accepted into the certificate and associate degree programs.

Mobile Device Programming (CVCSMD)

This program is being discontinued due to no enrollment. After some initial interest, no one has enrolled in this program for several years.

Compliance with WCC Policy: No students are currently enrolled in this program

Pharmacy Technology (CTPHAR)

Due to the changes in the nature of the pharmacy industry, this certificate program will now be offered via non-credit programming.

Compliance with WCC Policy: No students are active in this program.

ACTION

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

Subject
Design Contract for the ML Renovation Project

Date
July 30, 2019

Background

The Morris Lawrence Building was built in 1990 as the Jobs Skills and Campus Events Building and during the past 27 years has received three small building additions and numerous minor deferred maintenance upgrades. As the primary location for external campus events, it welcomes over 150,000 visitors and guests each year. The building is the public face of the College and is the primary destination of campus visitors not enrolled in college credit courses.

The primary purpose of this project is to provide the first major upgrades to the building's public spaces since the building was built and enhance the overall experience of visitors and guests. This will be accomplished by:

1. Replacing the deteriorating plastic skylight system and replacing it with a new glass and metal panel skylight.
2. Replacing the manual horizontal moveable wall system with an electric vertical Skyfold wall system.
3. Replace the lighting throughout the public areas.
4. Replace all finishes throughout the public areas including wall and flooring materials.
5. Install new electronic event directories and kiosks at meeting rooms.
6. Replace failing exterior brick and precast concrete at the entrances.
7. Create a new inviting exterior landscape garden at the west entrance.
8. Address a number of deferred maintenance projects related to the building infrastructure

The first step in planning this project is to perform a detailed assessment of the building elements, create a work plan that supports completing the work within a narrow full building shutdown period of January – June, 2021 and finally to develop a cost estimate for the project. We anticipate this design work being completed by early fall and to propose a full project scope to the Board of Trustees in late 2019.

The college received thirteen proposals and Hobbs & Black of Ann Arbor, MI is the recommended vendor for this project totaling \$380,000. Hobbs & Black was one of the lowest bidders and has detailed knowledge of the ML building through prior engagements.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with Hobbs & Black in the amount not to exceed of \$380,000.

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

ACTION

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

Subject
ML Firing Range Ductwork Replacement Contract

Date
July 30, 2019

Background

This project accomplishes the replacement of an existing outdated air handling distribution system serving the firing range in the Morris Lawrence Building. This work is a Deferred Maintenance project.

The existing air distribution ductwork servicing the firing range area is original to the 28-year old building. The system includes both supply and exhaust ductwork. The current age of the system and changes to design standards in firing range ventilation have evolved since originally installed. This contract includes the fabrication and new installation of both the supply and exhaust ductwork servicing that area of the building connected to AHU #4. The work scope also includes new wall penetrations, blower coil units, and ancillary piping.

Bids for this project were received on June 13, 2019. S&Z Sheetmetal Inc. of Flint MI was low responsive bidder for this project with a base bid totaling \$199,500.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with S&Z Sheetmetal Inc in the amount of \$199,500.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson

Recommended by: Rose B. Bellanca E.D.

Title: Executive Vice President of Administration & CFO

Rose B. Bellanca, President

Board of Trustees
Washtenaw Community College

TAB I

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Ratification of Appendix E of the Washtenaw Community College
Education Association Master Agreement (Part-Time Adjunct Teaching Faculty)

Date
July 30, 2019

RECOMMENDATION

That the Board of Trustees ratify the proposed three-year agreement effective August 16, 2019, continuing through August 15, 2022, between Part-Time Adjunct Teaching Faculty, affiliate with Michigan Education Association/National Education Association and the Washtenaw Community College Board of Trustees.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Samuel J. Veltri

Title: Vice President

Human Resources & Labor Relations

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

Rose B. Bellanca, President

DISCUSSION

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

Subject
SC Flooring Replacement Project

Date
July 30, 2019

Background

As part of an ongoing program to refresh flooring throughout the campus, there are certain flooring areas within the SC building that require replacement. These spaces include the SC 2nd floor lobby/gathering area, the stairways leading from the 1st floor to the 2nd floor and also from the 2nd floor to the 3rd floor, and some office spaces. To minimize disruption to the campus, this project is scheduled for completion during the December 2019 Holiday break. We also are finalizing plans to replace flooring within the LA building and will be bidding this project later this summer.

In July 2019 three bids were received for this flooring replacement project. Flooring Technologies of Clinton Township, MI, provided the lowest bid of \$103,136.34 for this work.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a contract with Flooring Technologies in the amount of \$103,136.34.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson

Recommended by: Rose B. Bellanca E.S.

Title: Executive Vice President of Administration & CFO

Rose B. Bellanca, President
