



Office of the President

**DECEMBER 17, 2019
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **December 17, 2019**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in Room 150, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

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. – DECEMBER 17, 2019
Room 150, MORRIS LAWRENCE
4800 E. Huron River Drive, Ann Arbor, Michigan**

- I. CALL TO ORDER; APPROVAL OF AGENDA**

- II. APPROVAL OF MINUTES (Action).....Tab A**

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

- IV. SPECIAL REPORTS**
 - 1. College Media Association Winners
 - 2. Associated Collegiate Press Conference Update

- V. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Recommendations **(Action)**.....Tab B
 - 2. Financial Reports (November 2019) **(Action)**.....Tab C
 - 3. Facilities Development ReportTab D

- VI. REMARKS**
 - A. Remarks of Members of Board of Trustees
 - B. President’s Remarks

- VII. OLD BUSINESS**
 - A. Action Item
 - 1. 2019 Emeritus Staff Status Recipients **(Action)**.....Tab E
 - 2. Advanced Transportation Center Capital Funding Request **(Action)**.....Tab F
 - 3. Morris Lawrence Building Renovation Capital Project Funding Request **(Action)**.....Tab G

- VIII. NEW BUSINESS**
 - A. Discussion
 - 1. Building Automation Maintenance ContractTab H
 - 2. Amended Design Contract for the ML Renovation Project.....Tab I

- IX. ADJOURNMENT OF MONTHLY MEETING (Action)**

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Approval of Minutes

Date
December 17, 2019

RECOMMENDATION

That the Board of Trustees approve the minutes of the November 19th Retreat and Monthly Meeting Retreat as submitted.

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

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

**MINUTES
WASHTENAW COMMUNITY COLLEGE
FALL RETREAT OF THE BOARD OF TRUSTEES
TUESDAY, NOVEMBER 19, 2019**

CALL TO ORDER

The Fall Retreat of the WCC Board of Trustees was called to order by Vice Chair Bill Milliken on November 19, 2019 at 3:11 p.m. in room 150, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

Present: Vice Chair Bill Milliken, Treasurer Angela Davis (*arrived at 3:15 pm*), Trustee Ruth Hatcher, Trustee Richard J. Landau and Trustee Diana McKnight-Morton

Absent: Chair Christina Fleming and Secretary David DeVarti

Approval of the Agenda (Action)

It was moved by Trustee Hatcher seconded by Trustee Landau that the Board approve the November 19th Retreat agenda. The motion was adopted.

Public Comment

There were no public comments.

Remarks of Members of the Board of Trustees

There were no remarks from the Board of Trustees.

DISCUSSION TOPICS

Topics discussed during the Retreat:

- Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning, and Accreditation facilitated a discussion on the Master Planning Process.

- Mr. Riccardo Pappi of Albert Kahn and Associates presented to the Board the final version of the Master Plan.

Motion to Recess and Reconvene the Retreat

It was moved by Trustee McKnight-Morton and seconded by Treasurer Davis that that Retreat recess at 4:27 pm. The motion was adopted.

It was moved by Trustee Landau and seconded by Treasurer Davis that the Retreat reconvene at 4:37pm. The motion was adopted.

CALL TO ORDER

**Approval of the
Agenda (Action)**

Public Comment

Remarks of
Members of the
Board of Trustees

**DISCUSSION
TOPICS**

**Motion to
Recess and
Reconvene the
Retreat**

DISCUSSION TOPICS

Topics discussed during the Retreat:

- Mr. William Johnson, Executive Vice President and CFO facilitated a discussion on Capital Projects and the Multi-year Financial Forecast review.

Motion to Adjourn (Action)

It was moved by Trustee McKnight-Morton seconded by Trustee Landau that the Board adjourn the November 19, 2019 Retreat. The motion was adopted. The meeting adjourned at 6:00 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

**DISCUSSION
TOPICS**

**Motion to Adjourn
(Action)**

MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, NOVEMBER 19, 2019

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Vice Chair Bill Milliken on November 19, 2019 at 7:00 p.m. in room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

Present: Vice Chair Bill Milliken, Treasurer Angela Davis, Trustee Ruth Hatcher, Trustee Richard J. Landau and Trustee Diana McKnight-Morton

Absent: Chair Christina Fleming and Secretary David DeVarti

Approval of Agenda (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Hatcher that the Board approve the agenda for the November 19th Monthly Meeting. The motion was adopted.

Approval of Minutes (Action)

It was moved Trustee Hatcher and seconded by Trustee Landau that the Board approve the minutes of the October 22nd Monthly Meeting as submitted. The motion was adopted.

CITIZEN PARTICPATION

WCC Education Association

Ms. Julie Kissel, English faculty and WCCEA, 2nd Vice President thanked the Sabbatical Committee members Ms. Jessica Hale, Mr. David Wooten and Ms. Kelly Gottschang for their work in selecting the 2019-20 Sabbaticals.

Public Comments

There were no public comments.

Written Communications

There were two communications received.

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 (October 2019) (Action)

It was moved by Trustee Landau and seconded by Trustee McKnight-Morton that the Board receive the Financial Reports for October 2019 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds. The motion was adopted.

Call to order

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICPATION

WCC Education Association

WCC Education Association

Public Comments

Written Communications

MONTHLY REPORTS

Personnel Recommendations (Action)

Financial Reports (October 2019) (Action)

Facilities Development Report

Mr. William Johnson, Executive Vice President and CFO briefed the Board on the status of several projects noting that the Firing Range would be complete by December 1st. He also stated that Energy Tower and LA Chemistry Hood projects would begin shortly.

REMARKS

Remarks of Members of Board of Trustees

Trustee Landau stated his concern about the use of Blackboard by faculty in regards to WTMC. Lastly, he requested a report at a future Board meeting about the faculty utilization of Blackboard.

Treasurer Davis stated she would like students to be advised of all the pathways that are available to them based on the selected career goal.

President's Remarks

President Bellanca declined to make remarks.

OLD BUSINESS

Energy Center Chiller Overhaul Contract (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board approve a chiller overhaul and upgrade contract with Trane U.S. Inc. in the amount not to exceed of \$170,000.

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

Public Safety Distributed Antenna System (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board approve a contract with ComSource for the installation of a distributed antenna system to amplify the signal strength in an amount not to exceed \$114,257.

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

Recommendation for a New Program (Action)

It was move by Trustee Landau and seconded by Trustee McKnight-Morton that the Board approve the New Program for Fall 2020 as submitted. The motion was adopted.

Facilities Development Report

REMARKS

Remarks of Members of Board of Trustees

President's Remarks

OLD BUSINESS

Energy Center Chiller Overhaul Contract (Action)

Public Safety Distributed Antenna System (Action)

Recommendation for a New Program (Action)

Recommendation to Discontinue Programs (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that Board approve the discontinuation of the 3 +1 programs for the Fall 2020 as submitted. The motion was adopted.

NEW BUSINESS

Proposed Approval of additional 2019-20 Faculty Sabbaticals (Action)

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

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

Establishment of Policy 8045, Records Management Policy (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board approve the establishment of Policy 8045, Records Management Policy as submitted.

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

Adjournment of Monthly Meeting (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board adjourn the Monthly meeting. The motion was adopted. The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

Recommendation to Discontinue Programs (Action)

NEW BUSINESS

Proposed Approval of additional 2019-20 Faculty Sabbaticals (Action)

Establishment of Policy 8045, Records Management Policy (Action)

Adjournment of Monthly Meeting (Action)

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Personnel Recommendations

Date
December 17, 2019

RECOMMENDATION

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

Prepared by: Samuel Veltri

Title: Vice President

Human Resource & Labor Relations

Recommended by: _____



Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS
December 2019

Student & Academic Services

Full-Time New Hires

Independent Staff

Kendra Agee, Community Scholar College Success Coach, \$48,601 Annually

Replacement

Gayle Reynolds, Director of Enrollment Services, \$82,000 Annually

New

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Kandi Jurek, Student Advisor, \$21.75 hourly

Independent Staff

Terry Gatlin, Public Safety Officer, \$14.94 hourly

Karoline Mayville, Public Safety Dispatcher, \$14.94 hourly

Amy Laskosky, Public Safety Dispatcher, \$14.94 hourly

Bianca Smith, Public Safety Officer, \$14.94 hourly

Support Staff

Judith Schmidt, Admissions Clerk, \$14.84 hourly

Full-Time Ending Employment

Valerie Lamphear, Learning Support Service Assistant with eleven (11) years of service

Instruction

Full-Time New Hires

Independent Staff

Kelley Wu, Transfer and Articulation Coordinator, \$55,395 Annually

New

Matthew Farthing, Director of Collection Development, \$58,000 Annually

New

Part-Time New Hires

Professional Faculty

Bridget Gruber, Physical Sciences, \$893 per course contact hour

Simone Charles, Physical Sciences, \$893 per course contact hour

Adam Wilkinson, Digital Media Arts, \$893 per course contact hour

Faculty - Classified & Professional Services Personnel

Matt Demoss, Business & Technology Foundations Lead Tutor, \$36.06 hourly

Arwa Malaibari, Business & Technology Foundations Lead Tutor, \$36.06 hourly

Independent Staff

Sean Hoskins, Performing Arts Assistant, \$22.22 hourly

Support Staff

Brendon Vance, Transportation Technologies Support Staff, \$12.91 hourly

Full-Time Ending Employment

Anne Garcia, Professional Faculty Behavioral Science with eighteen (18) years of service
Thornton Perkins, Professional Faculty History with seventeen (17) years of service
Bonnie Arnett, Professional Faculty Reading with thirteen (13) years of service
Teresa Laszlo, Online Teaching and Learning Architect with two (2) years of service
Frank Gerlitz, Professional Faculty Physics/Math with twenty-eight (28) years of service

Workforce & Community Development

Full-Time New Hires

Independent Staff

Jose Reyes , Director of Workforce and Community Development, \$82,000 Annually	New
Jon Haupt , Assistant Director of Public Service Training-Operations, \$56,000 Annually	Replacement

Facilities Management

Part-Time New Hires

Support Staff

Clifton Washington, Recycler, \$14.84 hourly
Bakhti Sarmoum, Custodian, \$14.84 hourly
Jason Massey, Custodian, \$14.84 hourly

Full-Time Ending Employment

David Walls, Journeyperson Plumber, with four (4) years of service

Finance

Full-Time Ending Employment

Angela Gelesky, Accounts Payable Lead Tech with thirteen (13) years of service

President

No Report

Advancement

No Report

Human Resources

No Report

Economic & College Development

No Report

Board of Trustees
Washtenaw Community College

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Financial Reports (November 2019)

Date
December 17, 2019

RECOMMENDATION

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

Prepared by: William Johnson

Title: Executive Vice President

CFO and Vice President of Finance

Recommended by:

Rose B. Bellanca, Ed.D.

Rose B. Bellanca, President

Financial Narrative

November 2019

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2019-20, the five months ended November 30, 2019.

Revenue

As of November 30, 2019, Total Revenues were \$80.1 million; Total Expenditures and Operating Transfers were \$47.8 million. Revenues in total are trending slightly ahead of the expected budget for the first five months of the fiscal year.

Winter Tuition revenue of \$8.1 million is slightly below year-to-date expected budgeted revenue of \$8.2 million. Overall, Winter enrollment and credit hours are down by 1.7% and 2.5%, respectively. Similar to Fall semester, this variance is largely due to a decline in returning student enrollment, which is a result of sustained economic improvement and historic low unemployment rates, along with the impact of the College's efforts to improve student completion rates. Revenue from Student Fees is down slightly due to the lower credit hour enrollment. These declines are partially offset by a greater portion of Summer 2019 courses occurring in fiscal 2019-20.

State Aid revenue reflects five months of the annual appropriation for the fiscal year, along with a partial payment of approximately \$340,000 from the Local Community Stabilization Authority (LCSA), (the make whole mechanism for lost personal property tax revenue). 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 \$43.8 million through November, which represents 78.2 percent of the total budgeted revenue from property taxes. This is slightly ahead of the projected collections through the first five months of the year. Refunds of prior year taxes are trending below budget. In conjunction with a better-than-expected increase in taxable values, there is optimism that the final tax revenue amount for the year will exceed the budget.

Expenditures

Total Expenditures through November 30, 2019, represent 41 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$500,000 less than what was expected through the first five months of the year due to a positive personnel-related variance related to vacancies in full-time and part-time positions. For the year, vacancies in full-time positions were budgeted to provide savings of approximately \$2 million, based on an average of 20-25 vacant positions per month. Actual vacancies averaged 29 per month for the first five months of the year, slightly higher than the budget. As the year progresses, the various divisions will show a positive variance to budget and the General Administrative category, which holds the budgeted vacancy savings, will reflect an over-budget condition.

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,083,106	12,083,106	11,780,869	(302,237)
Tuition Winter	11,416,133	8,205,454	8,096,586	(108,868)
Tuition Spring	5,032,391	1,812,309	2,068,183	255,874
Student Fees	4,915,734	3,594,803	3,524,538	(70,265)
Total Tuition and Fees	<u>33,447,364</u>	<u>25,695,672</u>	<u>25,470,176</u>	<u>(225,496)</u>
Local Property Taxes	55,950,000	43,625,569	43,769,076	143,507
State Appropriations	14,683,926	6,285,469	6,471,865	186,396
Trade Partnerships	4,295,741	2,568,121	2,582,836	14,715
Investment Income	1,100,000	497,958	431,774	(66,183)
Other	1,930,458	801,257	818,334	17,077
Auxiliary Activities	1,308,350	560,913	594,427	33,514
Total Revenue	112,715,839	80,034,959	80,138,488	103,529
EXPENDITURES				
Humanities & Social Sciences	12,069,558	4,853,201	4,759,861	93,340
Math, Science & Engineering Technologies	9,261,329	3,758,045	3,791,626	(33,581)
Health Sciences	6,231,564	2,486,776	2,325,084	161,692
Business & Computer Technologies	7,364,213	2,957,709	2,939,457	18,252
Advanced Technologies & Public Service Careers	7,357,397	2,868,894	2,899,331	(30,437)
Continuing Education	679,815	287,354	274,975	12,379
Distance Learning	1,892,768	791,840	780,890	10,949
Instructional Support	15,456,523	6,563,628	6,450,010	113,618
Total Instruction	<u>60,313,167</u>	<u>24,567,447</u>	<u>24,221,235</u>	<u>346,213</u>
Student Services	9,785,652	3,935,932	3,693,327	242,605
Scholarships	1,918,520	957,859	897,534	60,325
Executive Management	2,168,324	870,233	823,763	46,469
General Admin - Institutional Services	6,441,629	2,889,768	3,378,977	(489,209)
MIS/Computer Services	9,031,062	3,920,526	3,917,973	2,553
Public Relations Development	2,917,219	1,336,014	1,217,911	118,104
Community Services	2,133,798	844,346	791,305	53,041
Physical Plant Operations	10,823,561	4,154,394	3,996,360	158,033
Utilities	2,089,700	882,298	879,778	2,520
Equipment	1,771,332	422,801	439,846	(17,045)
Total Non-Instruction	<u>49,080,797</u>	<u>20,214,170</u>	<u>20,036,773</u>	<u>177,397</u>
Total Expenditures	109,393,964	44,781,617	44,258,008	523,609
OPERATING TRANSFERS				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	158,538	158,538	-
Health & Fitness Center	(1,750,000)	(437,500)	(437,500)	-
Deferred Maintenance	2,500,000	2,500,000	2,500,000	-
Furniture	600,000	600,000	600,000	-
Total Operating Transfers	3,321,875	3,571,038	3,571,038	-
Total Expenditures and Operating Transfers	112,715,839	48,352,655	47,829,046	523,609
Operating Revenue Over Expenditures & Transfers	-	31,682,304	32,309,442	627,138
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	101,800	101,800
Total Revenue over Expenditures & Transfers	-	31,682,304	32,411,242	728,938

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	570,742	-	60
CC - STEP Equipment	7,627,434	7,504,061	-	123,373
Campus Security System Upgrades	318,691	317,723	-	968
Huron River Dr Road Modifications	225,000	224,080	-	920
Total Campus Wide	\$ 8,741,927	\$ 8,616,606	\$ -	125,321

Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,444,827	\$ -	127,101
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Revenue Over (Under) Expenditures	\$ 138,268
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Washtenaw Community College
Deferred Maintenance Fund
November 30, 2019

Since inception of fund:

General Fund Transfers	19,800,000
Completed projects	(13,396,865)
Projects in process	(5,635,000)
Uncommitted Fund Balance	<u><u>768,135</u></u>

Completed Projects:

Final Cost

Projects completed in prior years	12,108,860
Current year completed projects:	
HFC Hot Water Capacity	328,168
ML Boiler Repl & System Mats	597,075
Replace Concrete Sidewalks	9,000
HFC Womens Hot Tub Repair	223,762
LA-Roofing and Intake Rprs	60,000
OE Underground Exhaust	70,000
Total of FY20 completed projects < \$50,000 each	-
Total Completed	<u><u>13,396,865</u></u>

Projects in Process or scheduled to begin:

Allocated Budget

EC Boiler Control & Valve Repl	75,000
EC RPLC Campus Cooling Twr	1,340,000
HFC 10 Yr Chiller Test	70,000
HFC Locker Room Renovation	625,000
HFC Flooring Replacement	96,000
LA RPLC Chemistry Hood	840,000
LA-2nd FL Tile Corridor	400,000
ML Gun Range AHU Repl	1,520,000
ML Renovation	379,000
EC Chiller Maintenance Overhaul	180,000
OEB Exhaust Fan Rplcmts	55,000
Total of other projects < \$50,000 each	55,000
Total in Process	<u><u>5,635,000</u></u>

* Scheduled; no financial activity as of report date

Projects anticipated to begin in FY 20

Expected Budget

Campus-Upgrade Elevators	110,000
Campus-Upgrade Fire Alarm Panels	85,000
HFC-The lap pool and therapy pool floor and walls need to be replaced with	200,000
Total of other projects < \$50,000 each	110,000
Total Pending	<u><u>505,000</u></u>



**WCC Active Portfolio
Portfolio Management
Portfolio Summary
November 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	6,000,000.00	6,050,100.00	5,991,808.90	22.25%	2,705	1407	2.423	2.457
Miscellaneous Coupon Securities	5,000,000.00	5,066,940.00	5,015,068.48	18.62%	2,167	1256	2.323	2.355
Municipal Bonds	15,840,000.00	16,066,559.40	15,922,058.63	59.13%	2,333	1365	2.491	2.526
	26,840,000.00	27,183,599.40	26,928,936.01	100.00%	2,385	1,354	2.445	2.479

Investments

Total Earnings	Month Ending 11/30/2019	Fiscal Year 2019 - 2020 To Date	Month Ending 11/30/18	Fiscal Year 2018 - 2019 To Date
Current Year	52,430.03	260,303.14	49,790.46	249,177.12
Average Monthly Balance - Long Term Invested Balance		26,313,539.27		26,049,724.49
Effective Rate of Return - Long Term Invested Balance		2.37%		2.30%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 11/30/2019	1.63%	1.60%	1.62%	1.78%	2.07%

Reporting period 11/01/2019-11/30/2019

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.

Advanced Transportation Center

- Resubmittal completed to State for budget and Phase 200/300 design.
- Exterior and Interior design selected.
- Detailed design on going for building systems

Deferred Maintenance Project Update

1	MLB Main Boilers Replacement Project <i>FY18 \$550,000 – Replace 2 existing failing boilers w/ 3 high efficiency boilers</i>	Complete
2	MLB Firing Range Air-Handling Units Replacement <i>FY18 \$1,550,000 – Replace existing AHU w/ new ERU</i>	Commissioning
3	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
4	Energy Center Cooling Tower Replacement <i>FY19 \$1,340,000 – Replace campus cooling tower, associated piping and electrical</i>	Equipment on Order and demolition of existing cooling tower ongoing
5	Parking Lot 6 Replacement <i>FY19 \$900,000 – Repave with subbase stabilization, asphalt and curb repairs</i>	Project deferred to FY21
6	FEB Lighting Replacement <i>FY19 \$75,000 – Replace non-LED overhead lighting w/ LED fixtures</i>	Project deferred to FY21
7	Great Lakes Building Handicap Ramp Replacement <i>FY19 \$100,000 – Replace damaged and non-compliant concrete ramp</i>	Complete
8	HFC Domestic Hot Water System Replacement <i>FY19 \$375,000 – Replace hot water tanks w/ new gas fired hot water tanks</i>	Complete
9	HFC Family Locker Room Shower Stalls <i>FY19 \$30,000 – Replace shower stall inserts w/ tile</i>	Complete
10	HFC Chiller 10 Year Maintenance Package <i>FY19 \$50,000 – Perform periodic recommended tear down and maintenance</i>	Underway
11	LA Chemistry Hood Repairs <i>FY19 \$840,000 – Complete repairs on existing lab hoods</i>	Phase 2 in progress

12	LA Corridor Tile Floor Replacement 2 nd Floor + Bridge <i>FY19 \$400,000 – Replace quarry tile flooring w/ resilient flooring</i>	Contract awarded and work to commence 12/16
13	LA Water Softener Replacement <i>FY19 \$45,000 – Replace existing softener</i>	Complete
14	LA Roofing Repairs <i>FY19 \$60,000 – Complete repairs to the roof/parapet wall interface</i>	Complete
15	OEB Isolation Valve Replacement <i>FY19 \$20,000 – Relocate valve and strainer to accessible location</i>	Construction in progress
16	Campus Wide Fall Protection Upgrades <i>FY19 \$30,000 – Install new OSHA compliant upgrades for roof fall protection</i>	Planning phase
17	HFC Defender Tank Replacement <i>FY19 \$90,000 – Replace failing components.</i>	Complete
18	HFC Repair Women’s Hot Tub <i>FY19 \$300,000 – Investigate and repair leaks in system.</i>	Complete
19	HFC Pool Chemical Systems Upgrades <i>FY19 \$97,000 – Replace failing components and install redundant systems</i>	Complete
20	OEB Underground Exhaust Replacement <i>FY20 \$65,000 – Replace failing underground exhaust duct components.</i>	Complete
21	EC Water Softener Replacement <i>FY20 \$15,000 – Replace failing water softener.</i>	Complete
22	FEB Hot Water Heater Replacement <i>FY20 \$16,000 – Replace failing hot water tanks.</i>	Complete
23	GM Water Softener Replacement <i>FY20 \$25,000 – Replace failing water softener.</i>	Complete
24	SRB Dock 1 and 2 Loading Dock Replacement <i>FY20 \$70,000 – Replace failing dock levelers.</i>	Complete
25	Upgrade GM & LA Fire Alarm Panels <i>FY20 \$85,000 – Upgrade existing FA alarm panels to current standard.</i>	Design in progress.
26	EC Summer Boilers Upgrades <i>FY20 \$75,000 – Retro commission and replace selective components.</i>	Design in progress.
27	EC Chiller 10 Year Maintenance Package <i>FY20 \$150,000 – Perform periodic recommended tear down and maintenance</i>	Contract award in progress.
28	HFC Pool Surface Refinishing <i>FY20 \$200,000 – Resurface lap and therapy pool surfaces.</i>	Out for bid.
29	HFC Locker Room Renovation <i>FY20 \$625,000 – Renovate finishes in Men’s & Women’s locker rooms.</i>	Out for bid
30	HFC Flooring Replacements <i>FY20 \$96,000 – Replace flooring surfaces in multiple areas.</i>	Out for bid
31	Campus Wide Concrete Repairs and Replacement <i>FY20 \$80,000 – Replace failing concrete sidewalks and catch basins.</i>	Complete

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>	Start date 3/23/20
2	Exterior Messaging Signage <i>FY18 \$75,000 – Install messaging sign near the ML building along HRD</i>	Township Permitting

3	OE163 Replace epoxy flooring. <i>FY19 \$125,000 – Replace existing floor surface in main auto lab</i>	Complete
4	Replace Welding Lab Overhead Lighting <i>FY19 \$30,000 – Improved overhead lighting with new LED fixtures</i>	Outage scheduled for holiday
5	OEB Update Staff Restrooms <i>FY19 \$30,000 – Update existing staff restrooms</i>	Complete
6	Install motorized loading dock plate <i>FY19 \$20,000 – Install motorized loading dock for SC dock space</i>	Construction in progress. Additional engineering required.
7	WTMC Hoop House Upgrades <i>FY19 \$0(WTMC Funded) – Upgrades to the outside greenhouse and classroom</i>	Complete
8	SC Install 100A Electrical Service for Cappuccino Machine <i>FY19 \$8,000 – Install new 100A service in Garrett’s.</i>	Complete
9	ML Aesthetics Upgrade Project <i>FY19 \$225,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Design in progress
10	SC Aesthetics Upgrade Project <i>FY19 \$253,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Start date 12/16/19
11	OEB Nederman Arm Installation <i>FY20 \$19,000 – install new ventilation arms in welding lab.</i>	Complete
12	OEB 129 Renovation <i>FY20 \$26,000 – Replace furniture, wall, floor and ceiling finishes.</i>	Complete
13	SC Reinforce Exterior Loading Dock <i>FY20 \$100,000 – Reinforce suspended concrete slab at loading dock</i>	Design in progress.
14	Health Sciences TI201 Surgical Tech Expansion <i>FY20 \$170,000 – Complete renovation of new surgical tech lab and classroom.</i>	Construction in progress
15	Health Sciences TI211 Group Study Renovation <i>FY20 \$40,000 – Complete renovation of new group study room.</i>	Construction in progress
16	Health Sciences PTA Expansion into TI106 <i>FY20 \$84,000 – Expand PTA program into TI106 and renovate space</i>	Design in progress.
17	Health Sciences TI116 & 118 Room Combination <i>FY20 \$211,000 – Combine rooms into larger multi function classroom.</i>	Design in progress.
18	Health Sciences TI235 Office & Conference Room Reno <i>FY20 \$55,000 – Complete renovation of new office and conference room.</i>	Design in progress.
19	Expand HFC Laundry Facilities <i>FY20 \$61,000 – Complete expansion renovation to accommodate additional services.</i>	Out for bid
20	Construct Observation Dock in Pond <i>FY20 \$35,000 – Complete renovation of new surgical tech lab and classroom.</i>	Permitting in progress
21	Relocate The Voice to SC109 <i>FY20 \$56,000 – Complete renovation of new Voice office suite.</i>	Construction in progress
22	TI226 Office Buildout <i>FY20 \$70,000 – Convert existing classroom into new office space.</i>	Complete

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

1. Flooring Technologies, ML Boiler Epoxy Flooring, \$37,182.00
2. Flooring Technologies, ML Gun Range Epoxy Flooring, \$20,870.00
3. Siemens Industry, ML Gun Range Controls Work Bulletin #4, \$21,366.00
4. W.J. O’Neil, HFC Chiller Maintenance, \$63,868.00

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
2019 Emeritus Staff Status Recipients

Date
December 17, 2019

RECOMMENDATION

That the Board of Trustees grant the following retirees Emeritus Staff Status as stated in Board Policy #5045, Policy on Emeritus Staff:

<u>Employee</u>	<u>Years of Service</u>
Larry Aeilts	16
Laurice (Noonie) Anderson	21
Irene Brock	27
Anita Chaudhri	16
Michael Galea	21
Anne Garcia	17
Kris Good	18
Thomas Hemsteger	27
Michael Lee	21
Jean Miller	30
Jeffrey Patrick	35
Thornton Perkins	17
Kim Tom	31
Henry (Hank) Townsend	28
Colette Young	32

(a collective 357 years of service)

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

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



5045 -- POLICY ON EMERITUS STAFF

In recognition and appreciation of the efforts of the College's faculty and staff, the Board hereby establishes "Emeritus Staff Status" for those employees of the College who meet the conditions and stipulations outlined below.

Definition

Emeritus staff members shall be defined as those employees who have served the College with distinction for fifteen (15) or more continuous years and have retired from the College.

Eligibility

The title of "Emeritus" may be granted to a member of the Faculty, Administration, or Support Staff if the staff member has served the College with distinction for fifteen (15) or more years and has retired from the College.

Election

All candidates shall be nominated by the President and confirmed by the Board of Trustees.

Emeritus Privileges

A person granted emeritus status shall, subject to any subsequent modification or termination of this policy, be entitled to receive the following:

- Restricted loans from Washtenaw Community College's Learning Resource Center and use of library materials on the premises.
- Inclusion on the *Link-Up* mailing list.
- Invitation to commencement and other special events of the College.
- Inclusion in the College catalog, or other appropriate publications.
- Eligibility to serve as part-time emeritus faculty members subject to qualification, availability of courses, and appointment by the appropriate administrator.
- A printed resolution of the Board of Trustees' action granting emeritus status.
- Assignment of an Internet account to include e-mail, FTP, Telnet, World Wide Web, and other emerging protocol standards.

A person granted emeritus status shall not be entitled to receive compensation or employee benefits by reason of the emeritus title. However, emeritus status shall not disqualify a person from accepting such part-time assignments as the College may from time to time require.

Board of Trustees

Washtenaw Community College

ACTION

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

Subject
Advanced Transportation Center Capital Project Funding Request

Date
November 17, 2019

Background

On June 22, 2018, Washtenaw Community College received notice from the State of Michigan that our proposed Advanced Transportation Center (ATC) project was approved for construction at a total cost of \$5.9 million. This authorization included commitment for State funding of \$1,999,800, with the remaining project cost funded by the College. Over the past year, the College has completed the final building design and has updated the project cost, which is estimated at \$7.9 million. This \$2 million increase is largely due to the significant rise in construction costs over the past two years and reflects the impact of changing the design to a two-story building. The change to a two-story design improves building accessibility, provides greater space utility and minimizes the overall footprint of the building on the proposed site.

While the College is not requesting additional state funding, the increased cost of the ATC project must be legislatively approved by the State of Michigan. The College has requested of and received support from the Department of Transportation, Management and Budget (DTMB) for the authority to proceed with the ATC project at a cost of \$7.9 million. The State Budget Director, Chris Kolb has submitted his support to the Joint Capital Outlay Subcommittee and we are currently awaiting legislative approval. Upon state approval, the College will submit the final design documents for DTMB review. Upon DTMB acceptance for the final design, the project key dates are:

- Construction Bidding process March – April, 2020
- Long Term Debt terms and timing are finalized March - April, 2020
- Board of Trustees reviews/approves ATC Construction Contract May - June , 2020
- Construction commences September, 2020
- New \$6 million long term debt issuance June, 2021
- Construction completed July, 2021
- ATC building opens for Fall 2021 semester

Project Funding Discussion


In addition to the ATC project, the College is also pursuing a full renovation of the Morris Lawrence building at a cost of \$9 million. While the College has adequate General Fund reserves to support the ML project, transfer of \$9 million to the Capital Fund will leave the College with an estimated \$26 million in unrestricted General Fund reserves, or about 2.5 months of operating costs. As a result, it is recommended that the full \$6 million cost for the ATC project be funded from a new long-term debt issue. Given the timing of the ATC construction, it is estimated that this new debt issuance would be needed by June 2021. Based upon this funding plan, we have also calculated that our Composite Financial Index (CFI) would remain at a strong 3.0 level. We have reviewed our proposed capital spending, funding and forecasted multi-year financial plan with Paul Stauder of PFM consultants and he is supportive of our funding plan.

RECOMMENDATION

That the Board of Trustees approve the Advanced Transportation Center Capital Project in the amount of \$7,900,000. The funding for this project will include \$1,999,800 from the State of Michigan and the balance of approximately \$6,000,000 funded from a new College Bond Issue in mid-2021. This approval is granted with the understanding that the final terms and timing of the new bond issue are presented to the Board of Trustees before the contract to construct the Advanced Transportation Center is approved.

A ROLL CALL VOTE WILL BE TAKEN.

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

Recommended by: 
Rose B. Bellanca, President

Board of Trustees Washtenaw Community College

ACTION

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

Subject

Date

Morris Lawrence Building Renovation Capital Project Funding Request

November 17, 2019

Background

The Morris Lawrence Building was built in 1990 as the Jobs Skills and Campus Events Building and during the past 29 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
2. Replacing the manual horizontal moveable wall system Replace the lighting throughout the public areas.
3. Replace all finishes throughout the public areas including wall and flooring materials.
4. Install new electronic event directories and kiosks at meeting rooms.
5. Replace failing exterior brick and precast concrete at the entrances.
6. Create a new inviting exterior landscape garden at the west entrance.
7. Address a number of deferred maintenance projects related to the building infrastructure

At the June 25, 2019 BOT meeting, the Board approved the design and engineering contract with Hobbs & Black 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. This assessment, requirements specification and project planning has been completed and the total ML Renovation project cost is estimated at \$9.0 million.

Project key dates are:

- Construction Bidding process January – February, 2020
- Construction contract reviewed and approved by the Board of Trustees March - April, 2020
- Construction Contract is awarded May, 2020
- Pre-Construction activities commence Fall, 2020
- Full MLB shutdown late December, 2020
- Construction commences late December, 2020
- Morris Lawrence building opens July, 2021

Project Funding Discussion

During the 2021 – 2023 period, the College is pursuing four major capital projects totally between \$23 – 32 million. Of this amount, approximately \$16 million of expenditures support deferred maintenance projects and the balance of \$7 – 16 million is for new capital additions/enhancement, depending upon the outcome of our Center for Success capital outlay request. A review of our General Fund Net Asset balance suggests that \$9 million of General Fund reserves is available for transfer to support the upcoming capital project plan. A transfer of \$9 million to the Capital Fund will leave the College with an estimated \$26 million in unrestricted General Fund reserves, or about 2.5 months of operating costs. Given that the Morris Lawrence renovation project is mainly deferred maintenance in nature and that this project is under extreme time constraints, both for the planning of the outage and its completion, it is recommended that MLB renovation project be funded by the transfer of \$9 million of General Fund reserves to the Capital Fund. Funding for the remaining capital projects will be supported with new long-term debt proceeds.

RECOMMENDATION

That the Board of Trustees approve the Morris Lawrence Renovation Capital Project in the amount of \$9,000,000 and that the funding for this project be provided by a transfer of General Fund reserves to the Capital Fund in the amount of \$9,000,000.

A ROLL CALL VOTE WILL BE TAKEN.

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

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

Board of Trustees
Washtenaw Community College

DISCUSSION

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

Subject
Building Automation Maintenance Contract

Date
December 17, 2019

Background

As part of our ongoing maintenance program of the building automation system, the College has developed the plan for a comprehensive, campus wide service program for the building automation system and associated HVAC equipment. Currently, about 80% of our campus building automation systems are Siemens controls and the Gunder Myran building automation system are Honeywell controls.

An element of this program is to update all building control panels that are beyond useful life and unsupported by Siemens. These outdated panels have failed over the past years causing down time on HVAC systems. Replacing these panels proactively would avoid needless expense and downtime of equipment. Another element of this agreement would be the recommissioning of HVAC equipment each year of the contract. Siemens working with our in house staff would verify that the equipment and the building automation system is operating as designed. Helping us Identify components that are near failure or not working correctly.


Given that the majority of our building automation systems currently are Siemens controls and that the college's plan is to migrate all remaining non-Siemens controls to Siemens as current systems are scheduled for replacement, the College views Siemens as the sole source provider for this proposed maintenance agreement. Siemens is the sole provider of all software updates and work performed on Siemens controls by 3rd party vendors will void any warranty of our existing building automation systems. The total cost of this 3 year contract is \$576,810 and includes all the costs for the panel updates/replacements, recommissioning of our HVAC equipment and annual training for our facilities staff.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve this 3 year agreement with Siemens Industry Inc. in an amount not to exceed \$576,810.

IF MOVED TO ACTION, A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by: 
Rose B. Bellanca, President

Board of Trustees
Washtenaw Community College

DISCUSSION

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

Subject
Amended Design Contract for the ML Renovation Project

Date
December 17, 2019

Background


On July 30, 2019, the Board of Trustees approved a design contract with Hobbs & Black for \$380,000 to provide architectural design services in support of the ML Renovation project. Since the issuance of this contract, the ML Renovation project scope has increased to include the full replacement of all remaining HVAC air handler units and the electrical main switchgear. The replacement of the four remaining air handler units (AHU) adds significant complexity to the project in that all units are contained with the existing ML penthouse and the new AHU's will require added space to accommodate the energy efficiency elements of the new equipment. As a result, the Hobbs & Black design services contract cost will correspondingly increase by \$120,000 in support of the project scope expansion.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve an increase in the ML Renovation project design services contract with Hobbs & Black in the amount not to exceed of \$500,000.

IF MOVED TO ACTION, A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by: 
Rose B. Bellanca, President