



Office of the President

**JANUARY 28, 2020
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **January 28, 2020**, 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. – JANUARY 28, 2020
ROOM 150, MORRIS LAWRENCE BUILDING
4800 Huron River Drive, Ann Arbor, Michigan**

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

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

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

- IV. SPECIAL REPORTS**
 - A. STEAM Week and CTE Month Preview
 - B. Future Skill Report from SEMCOG
 - C. The Health & Fitness Center at WCC Update
 - E. Blackboard Update

- V. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Recommendations (Action).....Tab B
 - 2. Financial Reports (December 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
 - 1. Amended Design Contract for the ML Renovation Project (Action).....Tab E

- VIII. ADJOURNMENT OF MONTHLY MEETING**

Board of Trustees
Washtenaw Community College

TAB A

ACTION

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

Subject
December 17th Monthly Meeting

Date
January 28, 2020

RECOMMENDATION

That the Board of Trustees approve the minutes of the December 17th Monthly Meeting as submitted.

Prepared by: Vanessa Brooks
Title: Chief of Staff and 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, DECEMBER 17, 2019**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on December 17, 2019 at 6:00 p.m. in room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

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

Moment of Silence

Chair Fleming asked Trustees to join her in a moment of silence to acknowledge the passing of former WCC Trustee Dr. Stephen Gill.

Approval of Agenda (Action)

It was moved by Trustee McKnight-Morton and seconded by Vice Chair Milliken that the Board approve the agenda for the December 17th Monthly Meeting. 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 November 19th Retreat and Monthly Meeting as submitted. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

Ms. Julie Kissel, English faculty and WCCEA, 2nd Vice President congratulated WCCEA President David Fitzpatrick for his nuptials to Lisa Manoukian. She also thanked retiring faculty members Ann Garcia, Thornton Perkins and Bonnie Arnett for their service. Lastly, she wished the Board Happy New Year.

Public Comments

There were no public comments.

Written Communications

There were no communications received.

SPECIAL REPORTS

Associated Collegiate Press Conference Update

Washtenaw Voice staff Lilly Kujawski, Nicholas Ketchum, Catherine Engstrom-Hadley, Claire Convis, Vardan Sargsyan, Weevern Gong and Lily Merritt presented to the board highlights from the recent ACP National College Media Convention that they attended.

Call to order

Moment of Silence

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICIPATION

WCC Education Association
WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

Associated Collegiate Press Conference Update

College Media Association Winners

Chair Fleming on behalf of the Board of Trustees recognized Washtenaw Voice Writers Ms. Lilly Kujawski and Mr. Nicholas Ketchum for receiving first place in Best Editorial from the College Media Association.

MONTHLY REPORTS

Personnel Recommendations (Action)

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

Financial Reports (November 2019) (Action)

It was moved by Treasurer Davis seconded by Trustee Hatcher that the Board receive the Financial Reports for November 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. William Johnson, Executive Vice President and CFO informed the Board that over the break 13 major projects would be simultaneously happening. Lastly, he thanked the faculty involved in the LA chemistry hood project for their input and flexibility on this project.

REMARKS

Remarks of Members of Board of Trustees

Vice Chair Milliken stated his pride for the Voice Reporters, congratulated them, and wished them continued success.

Trustee McKnight-Morton expounded on a WCC student encounter she had at the Black Diesel.

Treasurer Davis spoke about her experience with a WCC female welding student. Lastly, she stated she would like to see more encouragement for more females to join the trades programs.

President's Remarks

President Bellanca informed the Board that she recently moderated a panel on Criminal Justice reform sponsored by Michigan Attorney General Dana Nessel. She also informed the Board that State Representative Rhabi and Senator Irwin recently toured the ATC. Lastly, she thanked Trustees McKnight-Morton, Milliken and Davis for attending the recent Scholarship Luncheon.

College Media Association Winners

MONTHLY REPORTS

Personnel Recommendations (Action)

Financial Reports (November 2019) (Action)

Facilities Development Report

REMARKS

Remarks of Members of Board of Trustees

President's Remarks

OLD BUSINESS

2019 Emeritus Staff Recipients (Action)

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the Board grant the submitted retirees Emeritus Staff Status as stated in Board Policy #5045, Policy on Emeritus Staff. The motion was adopted.

Advanced Transportation Center Capital Funding Request (Action)

It was moved by Vice Chair Milliken and seconded by Trustee McKnight-Morton that the Board 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 was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; no, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted.

Morris Lawrence Building Renovation Capital Project Funding Request (Action)

It was move by Trustee McKnight-Morton and seconded by Treasurer Davis that the Board 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 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.

NEW BUSINESS

Building Automation Maintenance Contract (Action)

It was moved by Trustee Hatcher and seconded by Secretary DeVarti that the Board approve the 3 year agreement with Siemens Industry Inc. in an amount not to exceed \$576,810.

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.

Amended Design Contract for the ML Renovation Project

Mr. William Johnson, Executive Vice President and CFO informed the Board that the scope of the scope of the project has increased to include the full replacement for the remaining HAVAC air handler units and electrical switchgear which has resulting in the need to increase the cost of the contract.

OLD BUSINESS

2019 Emeritus Staff Recipients (Action)

Advanced Transportation Center Capital Funding Request (Action)

Morris Lawrence Building Renovation Capital Project Funding Request (Action)

NEW BUSINESS

Building Automation Maintenance Contract (Action)

Amended Design Contract for the ML Renovation Project

Adjournment of Monthly Meeting (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Hatcher that the Board adjourn the Monthly meeting. The motion was adopted. The meeting was adjourned at 7:23 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
January 28, 2020

RECOMMENDATION

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

Prepared by: Christine Mihaly

Title: Associate Vice President

Human Resources

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

Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS

January 2020

Instruction

Full-Time New Hires

Independent Staff

Jimmie Baber III, Dean Advanced Technology and Public Service Careers, \$130,000 Annually **Replacement**

Part-Time New Hires

Professional Faculty

Jared Lafleche, Automotive Service, \$893 per course contact hour

Afnan Abduljaber, Business, \$893 per course contact hour

Quentin Love, Business, \$893 per course contact hour

Sharon Douglas, Business, \$893 per course contact hour

Danielle Milner, Business, \$893 per course contact hour

Darius Randolph, Business, \$893 per course contact hour

Frank Turco, Business, \$893 per course contact hour

Margaret Ellenwood, Business, \$893 per course contact hour

Kiel Smith, Business, \$893 per course contact hour

Darrick Lee, Communications, Media & Theatre Arts, \$893 per course contact hour

Joann Nilson, Communications, Media & Theatre Arts, \$893 per course contact hour

Long Zhang, Computer Science & Information Technology, \$893 per course contact hour

Allison Zeglis, Culinary and Hospitality Management, \$893 per course contact hour

Lisa Stanley, Culinary Arts & Hospitality Management, \$893 per course contact hour

Nicholas Azzaro, Digital Media Arts, \$893 per course contact hour

Jon Eslinger, Digital Media Arts, \$893 per course contact hour

Cara Bertoni, Digital Media Arts, \$893 per course contact hour

Steven Pepple, Digital Media Arts, \$893 per course contact hour

Yen-Ling Chou-von Meister, Humanities, Languages & the Arts, \$893 per course contact hour

Timothy Martuch, Humanities, Languages & the Arts, \$893 per course contact hour

Garrett Schumann, Humanities, Languages & the Arts, \$893 per course contact hour

Margarete Orlik-Walsh, Humanities, Languages & the Arts, \$893 per course contact hour

Ezra Donner, Humanities, Languages & the Arts, \$893 per course contact hour

Michelle Urena, Humanities, Languages & the Arts, \$893 per course contact hour

Giedra Bowser, Humanities, Languages & the Arts, \$893 per course contact hour

Adam Ostrowski, Humanities, Languages & the Arts, \$893 per course contact hour

Robert Kraus, HVAC, \$893 per course contact hour

Daniel Kisabeth, Life Sciences, \$893 per course contact hour

Lisa Bank, Life Sciences, \$893 per course contact hour

Terra Mauer, Life Sciences, \$893 per course contact hour

Joel Bonney, Life Sciences, \$893 per course contact hour
Kara Schacke, Nursing, \$893 per course contact hour
Carl Domigan, Nursing, \$893 per course contact hour
Danielle Weston, Nursing, \$893 per course contact hour
Michelle Wooley, Nursing, \$893 per course contact hour
Keela Jones, Nursing, \$893 per course contact hour
Jennifer Ridenour, Nursing, \$893 per course contact hour

Heather Lollar, Nursing, \$893 per course contact hour

Lawrence Wolfe, Physical Sciences, \$893 per course contact hour
Epamenondas Mihos, Physical Sciences, \$893 per course contact hour
Isaac Roussel, Physical Sciences, \$893 per course contact hour
Kimberly Daley, Physical Sciences, \$893 per course contact hour
Justin Feiler, Physical Sciences, \$893 per course contact hour
Carolyn Catlett, Physical Sciences, \$893 per course contact hour
Justin Feiler, Physical Sciences, \$893 per course contact hour

James Sims, Social Sciences, \$893 per course contact hour

Faculty - Classified & Professional Services Personnel

John Wesnoski, Instructional Lab Assistant, \$20.08 hourly

Independent Staff

Rachel Barends, Instructional Program Coordinator, \$24.21 hourly

Valerie Morgan, Assistant Instructional Designer, \$18.23 hourly

Support Staff

Yasameen Mohammed, Peer Tutor, \$12.91 hourly

Eliyah Stevenson, Peer Tutor, \$12.91 hourly

Nathan Perry, STEM Scholars Program Tutor, \$12.91 hourly

David Ayres, Transportation Technologies Support Staff, \$12.91 hourly

James Bohl, Peer Tutor, \$12.91 hourly

Shyanne Bailey, Transportation Technologies Support Staff, \$12.91 hourly

John Stapleton, Peer Tutor, \$12.91 hourly

Connor Carene, Peer Tutor, \$12.91 hourly

Full-Time Ending Employment

Michael Shute, Professional Faculty Motorcycle Service with thirteen (13) years of service

Economic & College Development

Full-Time New Hires

Independent Staff

Colleen Villa, Director of Marketing, \$82,000 Annually

Replacement

Part-Time New Hires

Independent Staff

Dawn Nelson, Trainer, \$35 hourly

Full-Time Ending Employment

Brendon Prebo, AVP Communications & Chief Communications Officer, with two (2) years of service

Student & Academic Services

Part-Time New Hires

Professional Faculty

Elisa Goncalves, Adult Transitions, \$893 per course contact hour

Facilities Management

Full-Time Ending Employment

Keith Burks, Custodian, with least than one (1) year of service

Advancement

Full-Time New Hires

Independent Staff

Tina Casoli, Major Gifts and Development Director, \$95,114 annually

Replacement

Human Resources

Full-Time Ending Employment

Samuel Veltri, Vice President, Human Resources & Labor Relations, with two and half (2 ½) years of service

Workforce & Community Development

No Report

Finance

No Report

President

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Financial Reports (December 2019)

Date
January 28, 2020

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for December 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 of Finance
and CFO

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

Financial Narrative

December 2019

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2019-20, the six months ended December 31, 2019.

Revenue

As of December 31, 2019, Total Revenues were \$85.0 million; Total Expenditures and Operating Transfers were \$55.4 million. Revenues in total are trending slightly ahead of the expected budget for the first six months of the fiscal year.

Winter Tuition revenue of \$10.3 million is slightly below year-to-date expected budgeted revenue of \$10.6 million as of the end of December. Through the first week of the semester, Winter enrollment and credit hours are down by 2.5% and 3.3%, 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. Concerted efforts across campus are ongoing to increase enrollments for later-starting Winter courses. 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 six 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 continued to push the year-to-date revenue ahead of budget.

Receipts for Local Government Taxes are \$44.4 million through December, which represents 79.4 percent of the total budgeted revenue from property taxes. This is slightly ahead of the projected collections through the first six months of the year. Refunds of prior year taxes continue to trend 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 December 31, 2019, represent 48 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$1 million less than what was expected through the first six months of the year due to a positive personnel-related variance stemming from 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 six 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. Although direct costs are also trending slightly lower than the expected budget through December 31, 2019, we consider most of these variances to be timing in nature.

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,083,106	12,083,106	11,764,613	(318,493)
Tuition Winter	11,416,133	10,617,004	10,325,313	(291,691)
Tuition Spring	5,032,391	1,811,661	2,067,751	256,090
Student Fees	4,915,734	3,954,277	3,871,998	(82,279)
Total Tuition and Fees	33,447,364	28,466,047	28,029,675	(436,373)
Local Property Taxes	55,950,000	44,287,110	44,414,826	127,717
State Appropriations	14,683,926	7,341,963	7,711,331	369,368
Trade Partnerships	4,295,741	2,643,240	2,742,973	99,733
Investment Income	1,100,000	613,750	544,038	(69,712)
Other	1,930,458	866,102	919,703	53,601
Auxiliary Activities	1,308,350	615,830	654,246	38,417
Total Revenue	112,715,839	84,834,042	85,016,791	182,749
EXPENDITURES				
Humanities & Social Sciences	12,069,558	5,949,728	5,761,567	188,161
Math, Science & Engineering Technologies	9,261,329	4,571,135	4,572,918	(1,783)
Health Sciences	6,231,564	3,004,966	2,729,837	275,129
Business & Computer Technologies	7,365,374	3,608,127	3,525,088	83,039
Advanced Technologies & Public Service Careers	7,357,397	3,471,887	3,449,188	22,699
Continuing Education	679,815	325,357	307,849	17,507
Distance Learning	1,892,768	965,896	925,936	39,960
Instructional Support	15,590,581	7,816,662	7,465,505	351,157
Total Instruction	60,448,386	29,713,757	28,737,889	975,868
Student Services	9,785,652	4,736,626	4,406,589	330,038
Scholarships	1,918,598	1,083,750	1,005,926	77,824
Executive Management	2,168,324	1,025,420	960,268	65,153
General Admin - Institutional Services	6,460,793	2,930,443	3,993,491	(1,063,048)
MIS/Computer Services	9,031,062	4,493,228	4,482,756	10,472
Public Relations Development	2,917,219	1,560,298	1,402,136	158,163
Community Services	1,979,337	932,508	930,044	2,464
Physical Plant Operations	10,823,561	4,995,909	4,789,802	206,106
Utilities	2,089,700	1,018,804	1,027,864	(9,060)
Equipment	1,771,332	742,012	494,917	247,095
Total Non-Instruction	48,945,578	23,518,999	23,493,793	25,206
Total Expenditures	109,393,964	53,232,756	52,231,682	1,001,074
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)	(875,000)	(875,000)	-
Deferred Maintenance	2,500,000	2,500,000	2,500,000	-
Furniture	600,000	600,000	600,000	-
Total Operating Transfers	3,321,875	3,133,538	3,133,538	-
Total Expenditures and Operating Transfers	112,715,839	56,366,294	55,365,220	1,001,074
Operating Revenue Over Expenditures & Transfers	-	28,467,748	29,651,571	1,183,823
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	(26,546)	(26,546)
Total Revenue over Expenditures & Transfers	-	28,467,748	29,625,026	1,157,278

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
Revenue Over (Under) Expenditures		\$ 138,268		

Washtenaw Community College
Deferred Maintenance Fund
December 31, 2019

Since inception of fund:

General Fund Transfers	19,800,000
Completed projects	(13,416,491)
Projects in process	(5,781,000)
Uncommitted Fund Balance	<u>602,509</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
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	28,626
Total Completed	<u>13,416,491</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	110,000
HFC Locker Room Renovation	625,000
HFC Flooring Replacement	96,000
LA RPLC Chemistry Hood	840,000
LA-2nd FL Tile Corridor	410,000
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	151,000
Total in Process	<u>5,781,000</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>505,000</u>



**WCC Active Portfolio
Portfolio Management
Portfolio Summary
December 31, 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	6,032,140.00	5,992,610.31	22.63%	2,705	1376	2.423	2.457
Miscellaneous Coupon Securities	5,000,000.00	5,062,170.00	5,014,555.17	18.97%	2,167	1225	2.323	2.355
Municipal Bonds	15,340,000.00	15,530,327.00	15,420,694.34	58.35%	2,362	1378	2.493	2.528
	26,340,000.00	26,624,637.00	26,427,859.82	100.00%	2,403	1,349	2.445	2.479

Investments

Total Earnings	Month Ending 12/31/2019	Fiscal Year 2019 - 2020 To Date	Month Ending 12/31/2018	Fiscal Year 2018 - 2019 To Date
Current Year	53,570.07	313,873.21	49,905.45	299,082.57
Average Monthly Balance - Long Term Invested Balance		26,329,870.78		26,050,386.28
Effective Rate of Return - Long Term Invested Balance		2.38%		2.30%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 12/31/2019	1.60%	1.59%	1.69%	1.92%	2.25%

Reporting period 12/01/2019-12/31/2019

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Morris Lawrence Renovation Project

- Design is nearly complete
- General Contractor bid process will open on February 25th
- General Contractor recommendation presented to Board at the March 31st BOT meeting
- May 1, 2020 General Contractor award date
- Jan – June 2021, ML building is closed and renovation work completed

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
- Awaiting Budget approval at the State

Deferred Maintenance Project Update

1	MLB Main Boilers Replacement Project <i>FY18 \$597,000 – 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>	Complete
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>	Construction 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 \$110,000 – 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>	Complete, Commissioning
12	LA Corridor Tile Floor Replacement 2 nd Floor + Bridge <i>FY19 \$410,000 – Replace quarry tile flooring w/ resilient flooring</i>	Construction Ongoing
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>	Complete
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 \$223,000 – 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 \$70,000 – 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 \$180,000 – Perform periodic recommended tear down and maintenance</i>	Construction ongoing
28	HFC Pool Surface Refinishing <i>FY20 \$200,000 – Resurface lap and therapy pool surfaces.</i>	Reviewing Bids
29	HFC Locker Room Renovation	Reviewing Bids

	<i>FY20 \$625,000 – Renovate finishes in Men’s & Women’s locker rooms.</i>	
30	HFC Flooring Replacements <i>FY20 \$96,000 – Replace flooring surfaces in multiple areas.</i>	Project deferred
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 \$56,000 – Improved overhead lighting with new LED fixtures</i>	Complete
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>	Cancelled
10	SC Aesthetics Upgrade Project <i>FY19 \$253,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Complete
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>	Reviewing Bids
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. Innovated Energy Controls, Welding Lab Lighting Replacement, \$26,168.00
2. W.J. O'Neil Company, HFC Chiller Rebuild, \$40,066.00

ACTION

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

Subject
Amended Design Contract for the ML Renovation Project

Date
January 28, 2020

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 within 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.

The Board of Trustees approved the ML Renovation project at the December 17, 2019 board meeting for a total cost of \$9 million, which includes the replacement of all remaining AHU's. In order to provide ample notice to our community regarding the need to close down the ML building, this project was specifically targeted for completion during the January – June 2021 period and users of the ML conference facilities were provided two years advanced notice to schedule their events at alternate locations during the shutdown period.

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.

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 E.D.
Rose B. Bellanca, President
