



Office of the President

MAY 19, 2020
MONTHLY MEETING OF
THE BOARD OF TRUSTEES

The monthly meeting of the Washtenaw Community College Board of Trustees will begin at 1:00pm on May 19, 2020. This meeting will be held electronically due to the [Executive Order](#) of Governor Whitmer, dated May 6, 2020.

Immediately following the monthly meeting, a public hearing will be held on the adoption of the 2020-21 budget (in compliance with the requirement of Act 5, Public Acts of Michigan 1982). Following the Public Hearing on the 2020-21 budget the Board will meet virtually in a Closed Session to discuss a periodic personnel evaluation.

PUBLIC PARTICIPATION:

The public may join the meeting through this link <https://www.gotomeet.me/WCCBoT/bot-05-19-2020> or by dialing [+1 \(571\) 317-3112](tel:+15713173112) Access Code: 671-813-069.

PUBLIC COMMENTARY:

Citizens wishing to participate during Citizen Participation or the Public Hearing should email comments to Vanessa Brooks – vbrooks@wccnet.edu by 11:00am prior to the start of the meeting. Comments will be read during the public commentary portion of the meeting agenda.

The Washtenaw Community College Board of Trustees will provide necessary and reasonable aids and services to individuals with disabilities who desire information by contacting Vanesa Brooks, Chief of Staff and Director of President and Board Affairs - vbrooks@wccnet.edu or 734-973-3491 by 10:00am prior to the start of the meeting.

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
1:00 P.M. – MAY 19, 2020**

- 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. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Recommendations **(Action)**.....**Tab B**
 - 2. Financial Reports (April 2020) **(Action)**.....**Tab C**
 - 3. Facilities Development Report**Tab D**
- V. REMARKS**
 - A. Remarks of Members of Board of Trustees
 - B. President’s Remarks
- VI. NEW BUSINESS**
 - A. Discussion
 - 1. Internet Connectivity Upgrade Project.....**Tab E**
 - B. Action
 - 1. Approval of 2020-21 Candidates for Graduation **(Action)**.....**Tab F**
- VII. ADJOURNMENT OF MONTHLY MEETING AND OPEN THE PUBLIC HEARING (Action)**
- VIII. PUBLIC HEARING REGARDING THE 2020-2021 BUDGET**
 - A. Discussion
 - 1. Review of the Proposed 2020-21 Budget.....**Tab G**
 - B. Action
 - 1. Resolution to Approve the 2020-21 Tax Levy Rate for General Operations **(Action)**.....**Tab H**
- IX. ADJOURNMENT OF PUBLIC HEARING AND MOVE INTO CLOSED SESSION TO DISCUSS A PERIODIC PERSONNEL EVALUATION (Action)**

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Approval of Minutes

Date
May 19, 2020

RECOMMENDATION

That the Board of Trustees approve the minutes of the April 28th Monthly Meeting and May 14th Special Meeting as submitted.

A ROLL CALL VOTE WILL BE TAKEN

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, APRIL 28, 2020

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on April 28, 2020 at 1:08 p.m. virtually per Executive Order 2020-48 issued on April 14, 2020 by Governor Whitmer.

Present: Chair Christina Fleming, Vice Chair Bill Milliken(*arrived at 1:23 pm*), Treasurer Angela Davis (*departed at 3:24 pm*), Secretary David DeVarti, Trustee Ruth Hatcher, Trustee Richard J. Landau and Trustee Diana McKnight-Morton

WCC Hero Presentation

Before beginning the meeting Chair Fleming on behalf of the Board and President Bellanca acknowledged a few of our WCC Heroes via a video presentation. Lastly, on behalf of the Board and President Bellanca she thanked those in the video and others for their service on the front lines during this pandemic.

Approval of Agenda (Action)

It was moved by Trustee McKnight-Morton and seconded by Secretary DeVarti that the Board approve the agenda for the April 28th Monthly Meeting.

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

Approval of Minutes (Action)

It was moved by Secretary DeVarti and seconded by Trustee Hatcher that the Board approve the minutes of the March 31st Monthly Meeting and April 17th Special Meeting as submitted.

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

CITIZEN PARTICPATION

WCC Education Association

Ms. Julie Kissel, English and College Readiness faculty member and WCCEA President provided the Board with a State of the WCCEA Union Address which highlighted events over the past year.

Public Comments

There were no public comment.

Written Communications

There were no communications received.

Call to order

WCC Hero Presentation

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICPATION

WCC Education Association
WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

Ali Kurmasha – Jack Kent Cooke Scholarship Winner

Ms. Alexandra McCracken informed the Board that this was third consecutive year a WCC student has received the prestigious Jack Kent Cooke Scholarship. She reminded the Board that the recipients receive up to \$40,000 per year to help cover the cost of educational expenses complete their bachelor's degree.

Mr. Ali Kurmasha, WCC Student and President of Phi Theta Kappa Honor Society, International Student Association, and the Intercultural Communication Club thanked the Board, President, Faculty and Staff for assisting him in completing his educational goals.

Curriculum and Assessment Report

Ms. Lisa Veasey, WCC English Faculty and Curriculum Committee Chair, provided the Board with highlights of the Curriculum and Assessment work that has been completed since the last years' board presentation.

Mr. Shawn Deron, Motorcycle Faculty and Assessment Chair reminded the Board that this is the fifth and final year of the Assessment Academy. He also informed the Board of the assessment activities that have occurred over the last year. Lastly, he informed the Board that the general education assessment was completed.

Budget Process, Tuition and Fee Discussion

Mr. William Johnson, Executive Vice President and CFO began by giving the Board details about the CARES Act funding the college received and how the funds can be allocated. He also led a discussion on the budget process, tuition and fees. Lastly, Mr. Johnson presented the Board three tuition rate scenarios. He announced the Administration is recommending to the Board a zero tuition increase for in district students for online and on campus classes.

MONTHLY REPORTS

Financial Reports (March 2020) (Action)

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the Board receive the Financial Reports for March 2020 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds. The motion was adopted.

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.

SPECIAL REPORTS

Ali Kurmasha – Jack Kent Cooke Scholarship Winner

Curriculum and Assessment Report

Budget Process, Tuition and Fee Discussion

MONTHLY REPORTS

Financial Reports (March 2020) (Action)

Facilities Development Report

Mr. William Johnson, Executive Vice President and CFO announced to the Board that the increased cost of the ATC Project has been approved by the state. He also mentioned that there would be some projects in the ML Building that will be completed because they cannot be held much longer.

REMARKS

Remarks of Members of Board of Trustees

Secretary DeVarti thanked the WCC heroes in the presentation for their work on the front lines.

Treasurer Davis thanked the administration for sharing the video with the Board and thanked the front line workers.

Trustee Hatcher mentioned that there was a lot of great things shared in the Board Memo.

Trustee McKnight-Morton encouraged the Board and the Staff to stay positive and continue to be cooperative and work together as a Team

President's Remarks

President Bellanca thanked the faculty and staff for their perseverance through the pandemic and continued cooperation and team work. She also spoke to the Board about the continuing efforts the Administration is undertaking to preserve the long-term financial well-being of the college

OLD BUSINESS

2020-21 Tuition and Fee Rates for Credit Courses

It was moved by Trustee McKnight-Morton and seconded by Treasurer Davis that Board approve the 2020-21 Tuition and Fee Rate for Credit Classes as listed below:

On Campus Tuition Rates:	Student Fees per Transaction:
In-District - \$95/credit hour Out-of-District - \$164/credit hour Out-of-State - \$227/credit hour International - \$268/credit hour Work In-District - \$95/credit hour Property In-District - \$95/credit hour Distance Learning Tuition Rates: In-District - \$108/credit hour Out-of-District - \$117/credit hour Out-of-State - \$123/credit hour International - \$124/credit hour	Late Registration - \$25 Delinquent Payment - \$25 Duplicate Diploma - \$20 Returned Check - \$25 Special Transcript Service - \$20 Student ID Card Replacement - \$10 Loan Processing Fee - \$25 Credit for Prior Learning Evaluation - \$50 Student Record Copy Fee - \$1/page

Facilities Development Report

REMARKS

Remarks of Members of Board of Trustees

President's Remarks

OLD BUSINESS

2020-21 Tuition and Fee Rates for Credit Courses

<p>Work In-District - \$108/credit hour Property In-District - \$108/credit hour</p> <p>Student Fees per Credit Hour: Technology/Enrollment Fee - \$10/cr hr Credit by Exam - \$25/cr hr Credit for Prior Learning - \$50/cr hr Course Repeat Fee - \$200/cr hr Excess Contact Hour Fee - \$5/contact hr (max=\$300)</p>	<p>Department Course Fees: Dental Kit Fee - \$200/400 Police Academy Program (May-October): - Supplies - \$600 - Special Off-Site Training - \$400 - Firearms Range Use - \$750 - Mandatory Fee -In-district - \$1,155 -Out-district - \$1,890 -Out-state - \$2,551 Fine Arts: Ceramics Supplies - \$40 Photography: Printer Ink Supply - \$20 Art: Art Model - \$15</p>	<p>2020-21 Tuition and Fee Rates for Credit Courses (cont.)</p>
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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 Revisions to Policy 2030 - Residency Policy (Action)

It was moved by Trustee Hatcher and seconded by Secretary DeVarti that the Board approve the proposed revisions to Policy 2030, Residency Policy.

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 for New Programs 2020-21 (Action)

It was moved by Trustee Hatcher and seconded by Secretary DeVarti that the Board approve the New Programs and 3 + 1 Articulation Agreements for Fall 2020 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 for Discontinuation of Programs 2020-21 (Action)

It was moved by Trustee Hatcher and seconded by Vice Chair Milliken that the Board approve the discontinuation of the 3 + 1 Articulation Agreements and Programs for the Fall 2020 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

Resolution to Utilize the Maximum Allowable 2020-21 Ad Valorem Tax Rate (Action)

It was moved by Vice Chair Milliken and seconded by Secretary DeVarti that the Board of Trustees recommends that the College, when developing its FY 2021 Budget utilize the

Approval of Revisions to Policy 2030 - Residency Policy (Action)

Approval for New Programs 2020-21 (Action)

Approval for Discontinuation of Programs 2020-21 (Action)

Resolution to Utilize the Maximum Allowable 2020-21 Ad Valorem Tax Rate (Action)

maximum allowable 2020-21 Ad Valorem Rate for operations, which at its current rate of 3.3763 mills will generate approximately \$60,624,340 of gross tax revenue.

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

Reappointments of Washtenaw Technical Middle College Board of Directors (Action)

It was moved by Vice Chair Milliken and seconded by Trustee Landau that the Board approve the re-appointment of Alex Milshteyn, Katie Richards-Schuster, and Paulette R. Miller as Washtenaw Technical Middle College Board of Directors with terms ending April 2023.

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

Wi-Fi Redundancy Infrastructure Project (Action)

It was moved by Trustee McKnight-Morton and seconded by Secretary DeVarti that the Board approve contracts to purchase Wi-Fi gear with CDW for an amount not to exceed \$330,000.

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

Resolution to Approve the 2020-21 Tax Levy Rate for General Operations

Mr. William Johnson, Executive Vice President and CFO talked to the Board about the tax levy for operations recommendation presented to the Board.

Adjournment of Monthly Meeting (Action)

It was moved by Trustee Landau and seconded by Vice Chair Milliken that the Board adjourn the Monthly meeting. A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted. The meeting was adjourned at 3:27 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

Resolution to Utilize the Maximum Allowable 2020-21 Ad Valorem Tax Rate (Action) (cont)

Reappointments of Washtenaw Technical Middle College Board of Directors (Action)

NEW BUSINESS

Wi-Fi Redundancy Infrastructure Project (Action)

Resolution to Approve the 2020-21 Tax Levy Rate for General Operations

Adjournment of Monthly Meeting (Action)

**MINUTES
WASHTENAW COMMUNITY COLLEGE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
THURSDAY, MAY 14, 2020**

CALL TO ORDER

The Special Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on May 14, 2020 at 1:06 p.m. virtually per Executive Order 2020-75 issued on May 6, 2020 by Governor Whitmer.

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

Absent: Vice Chair Bill Milliken

Approval of the Agenda (Action)

It was moved by Trustee Landau and seconded by Trustee McKnight-Morton that the Board approve the May 14th Special Meeting agenda.

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

CITIZEN PARTICPATION

Public Comments

There were no public comments received.

Written Communication

There were no written communications received.

REMARKS

Remarks of Members of Board of Trustees

There were no Trustee remarks.

President Remarks

President Bellanca thanked Trustees, Faculty, Staff and Students for working through the semester despite the pandemic. Lastly, she thanked the Facilities and Maintenance staff for returning to work on campus.

Call to Order

**Approval of the
Agenda (Action)**

CITIZEN PARTICPATION

Public Comments

Written
Communication

REMARKS

Remarks of Members of
Board of Trustees

President Remarks

NEW BUSINESS

NEW BUSINESS

Revision to the 2020 Schedule of Monthly Board Meetings (Action)

It was moved by Treasurer Davis and seconded by Trustee McKnight-Morton that the Board revise their 2020 Schedule of Monthly Board Meetings and begin the May 19th and June 23, 2020 meetings at 1:00pm.

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

Motion to Adjourn Special Meeting (Action)

It was moved by Secretary DeVarti and seconded by Trustee Landau that the Board adjourn the May 14, 2020 Special Meeting of the WCC Board of Trustees and move into closed session to discuss collective bargaining. A roll call vote was taken: Chair Fleming; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted. The meeting adjourned at 1:06 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

**Revision to the 2020
Schedule of Monthly
Board Meetings (Action)**

**Motion to Adjourn
(Action)**

TAB B

Board of Trustees

Washtenaw Community College

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

ACTION

Subject
Personnel Recommendations

Date
May 19, 2020

RECOMMENDATION

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

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Christine Mihaly
Title: Associate Vice President
Human Resources

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

PERSONNEL RECOMMENDATIONS
May 2020

Instruction

Part-Time New Hires

Professional Faculty

Helen Chang, Life Sciences, \$893 per course contact hour

Drew Blazsik, Social Sciences, \$893 per course contact hour

Eric McDonald, Social Sciences, \$893 per course contact hour

Nicholas Bergan, Social Sciences, \$893 per course contact hour

Patricia Matrz, English and College Readiness, \$893 per course contact hour

Full-time Employment Ending

Alice Gannon-Boss, Professional Faculty Culinary Arts, with fifteen (15) years of service

Economic & College Development

Part-Time New Hires

Independent Staff

Payton Cook, Trainer, \$35.00 hourly

Student & Academic Services

No Report

Facilities Management

No Report

Workforce & Community Development

No Report

Advancement

No Report

Finance

No Report

President

No Report

Human Resources

No Report

Board of Trustees

Washtenaw Community College

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

ACTION

Subject
Financial Reports (April 2020)


Date
May 19, 2020

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for April 2020 as follows:
General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of
Investments-All Funds.

A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by: 
Rose B. Bellanca, President

Financial Narrative

April 2020

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2019-20, the ten months ended April 30, 2020.

Revenue

As of April 30, 2020, Total Revenues were \$106.4 million; Total Expenditures and Operating Transfers were \$88.9 million. Revenues in total are trending slightly behind of the expected budget for the first ten months of the fiscal year.

Due to the COVID-19 pandemic, Spring tuition and fee revenue is behind the estimated year-to-date budget by approximately \$800,000. The College has implemented a number of strategies to connect with students and explore online learning and virtual classroom learning options. A concerted effort across campus to bolster enrollment for the Spring term is ongoing.

State Aid revenue reflects ten 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). Consistent with prior years, the remaining LCSA payment is anticipated to be received in May. 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. The College is currently monitoring the impact, if any, that the loss of revenue at the State level may have on remaining payments due to the College.

Receipts for Local Government Taxes are \$54.7 million through April, which represents 97.8 percent of the total budgeted revenue from property taxes and is slightly ahead of projected collections. Refunds of prior year taxes continue to trend below budget and in conjunction with a better-than-expected increase in taxable values, FY 2020 tax revenue is forecasted to exceed budget by \$500,000.

The COVID-19 pandemic has also had a significant impact on a number of other revenue areas for the College. Interest rates have fallen to close to zero and as a result, the College's short-term investment strategy has fallen behind budget expectations. Contract training and community enrichment courses are often face-to-face classes and as such are not able to be offered at this time. The conference center has cancelled all of its events for the foreseeable future. The College expects these variances, among others, to be permanent and are reflected as such in the accompanying Statement of Revenue and Expenditures.

Expenditures

Total Expenditures through April 30, 2020, represent 79 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$1.5 million less than what was expected through the first ten months of the year. This is due in large part 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 27 per month for the first ten 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. Direct costs are also trending slightly lower than the expected budget through April 30, 2020. Given cost constraint initiatives the College has put into place, we expect these variances will become permanent.

Washtenaw Community College
 Revenues and Expenditures - General Fund
 Statement as of April 30, 2020

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,083,106	12,083,106	11,748,163	(334,943)
Tuition Winter	11,416,133	11,416,133	11,078,419	(337,714)
Tuition Spring	5,032,391	4,881,419	4,696,768	(184,651)
Student Fees	4,915,734	4,865,977	4,337,889	(528,088)
Total Tuition and Fees	<u>33,447,364</u>	<u>33,246,635</u>	<u>31,861,239</u>	<u>(1,385,397)</u>
Local Property Taxes	55,950,000	54,367,809	54,710,732	342,923
State Appropriations	14,683,926	12,019,938	12,669,193	649,255
Trade Partnerships	4,295,741	3,717,038	3,968,113	251,075
Investment Income	1,100,000	1,052,190	886,625	(165,565)
Other	1,930,458	1,593,398	1,276,219	(317,179)
Auxiliary Activities	1,308,350	1,132,479	1,022,856	(109,623)
Total Revenue	112,715,839	107,129,488	106,394,977	(734,511)
EXPENDITURES				
Humanities & Social Sciences	11,803,207	9,631,502	9,529,401	102,101
Math, Science & Engineering Technologies	9,337,211	7,608,389	7,636,916	(28,527)
Health Sciences	6,242,327	5,078,201	4,758,245	319,956
Business & Computer Technologies	7,327,486	6,020,344	6,035,149	(14,805)
Advanced Technologies & Public Service Careers	7,351,161	5,807,339	5,703,973	103,366
Continuing Education	720,140	533,315	454,065	79,250
Distance Learning	1,841,011	1,457,221	1,440,162	17,059
Instructional Support	15,729,723	12,531,818	11,687,552	844,265
Total Instruction	<u>60,352,266</u>	<u>48,668,127</u>	<u>47,245,464</u>	<u>1,422,663</u>
Student Services	9,995,470	8,075,632	7,550,000	525,632
Scholarships	1,918,598	1,555,073	1,556,019	(946)
Executive Management	2,198,367	1,679,378	1,549,241	130,137
General Admin - Institutional Services	5,995,262	5,047,034	6,568,364	(1,521,330)
MIS/Computer Services	9,095,565	7,010,051	7,009,336	715
Public Relations Development	3,153,679	2,701,318	2,462,418	238,900
Community Services	1,966,125	1,539,549	1,510,692	28,856
Physical Plant Operations	10,857,600	8,563,167	8,227,585	335,582
Utilities	2,089,700	1,650,111	1,627,812	22,298
Equipment	1,771,332	1,233,635	881,763	351,872
Total Non-Instruction	<u>49,041,698</u>	<u>39,054,947</u>	<u>38,943,230</u>	<u>111,717</u>
Total Expenditures	109,393,964	87,723,074	86,188,694	1,534,380
OPERATING TRANSFERS				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	1,221,875	1,221,875	-
Health & Fitness Center	(1,750,000)	(1,312,500)	(1,312,500)	-
Deferred Maintenance	2,500,000	2,500,000	2,500,000	-
Furniture	600,000	600,000	600,000	-
Total Operating Transfers	3,321,875	3,759,375	3,759,375	-
Total Expenditures and Operating Transfers	112,715,839	91,482,449	89,948,069	1,534,380
Operating Revenue Over Expenditures & Transfers	-	15,647,038	16,446,907	799,869
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	400,855	400,855
Total Revenue over Expenditures & Transfers	-	15,647,038	16,847,762	1,200,724

Capital Fund
Project Summary
April 30, 2020

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
April 30, 2020

Since inception of fund:

General Fund Transfers	19,800,000
Completed projects	(16,418,382)
Projects in process	(3,127,500)
Uncommitted Fund Balance	<u><u>254,118</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
ML Gun Range AHU Repl	1,522,700
HFC 10 Yr Chiller Test	106,443
HFC Womens Hot Tub Repair	223,762
LA RPLC Chemistry Hood	850,000
LA-2nd FL Tile Corridor	410,000
OEB Exhaust Fan Rplcmts	55,000
OE Underground Exhaust	68,200

Total of FY20 completed projects < \$50,000 each 148,173

Total Completed 16,418,382

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 Steam & Sauna Replacement	250,000
ML Renovation	500,500
Campus Concrete Repairs	90,000
Campus Repair Parking Lots	90,000
Men' Hot Tub Replacement	175,000
HFC Pool Resurfacing	100,000
HFC Shower Vale Replacement	75,000
HFC Natatorium Lighting Replacement	75,000
EC Chiller Maintenance Overhaul	182,000
Total of other projects < \$50,000 each	175,000

Total in Process 3,127,500

* Scheduled; no financial activity as of report date

Projects anticipated to begin in FY 20

Expected Budget

Campus-Upgrade Fire Alarm Panels	85,000
Total of other projects < \$50,000 each	90,000

Total Pending 175,000



**WCC Active Portfolio
Portfolio Management
Portfolio Summary
April 30, 2020**

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	2,000,000.00	2,118,790.00	1,999,666.89	7.57%	2,317	1084	2.282	2.314
Federal Agency Disc. -Amortizing	1,000,000.00	999,988.00	999,925.69	3.79%	61	5	0.543	0.550
Treasury Discounts -Amortizing	3,000,000.00	2,999,250.00	2,990,467.23	11.32%	151	85	1.152	1.168
State of Michigan Bonds	5,000,000.00	5,101,380.00	5,012,501.86	18.97%	2,167	1104	2.323	2.355
Municipal Bonds	15,340,000.00	15,754,260.00	15,415,237.18	58.35%	2,362	1257	2.493	2.528
	26,340,000.00	26,973,668.00	26,417,798.85	100.00%	1,984	1,035	2.219	2.250

Investments

Total Earnings	Month Ending 4/30/2020	Fiscal Year 2019 - 2020 To Date	Month Ending 4/30/2019	Fiscal Year 2018 - 2019 To Date
Current Year	48,433.96	520,870.98	53,061.17	503,288.70
Average Monthly Balance - Long Term Invested Balance		26,362,435.82		26,060,705.22
Effective Rate of Return - Long Term Invested Balance		2.37%		2.32%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 4/30/2020	0.11%	0.16%	0.36%	0.64%	1.05%

Reporting period 4/01/2020-4/30/2020

Washtenaw Community College
Office of Facilities Management

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Morris Lawrence Renovation Project

- Project Deferred for one year, with the revised construction date of Dec 2021 – June 2022

Advanced Transportation Center

- Project deferred to later date
- State approval received for the increased total project cost of \$7.9 million
- Next steps include submittal of final design drawing to state of Michigan and work with Ann Arbor Township to receive final approvals

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>	Complete under #20 in CRM
4	Energy Center Cooling Tower Replacement <i>FY19 \$1,340,000 – Replace campus cooling tower, associated piping and electrical</i>	Awaiting Commissioning
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>	Awaiting Start-up
11	LA Chemistry Hood Repairs <i>FY19 \$840,000 – Complete repairs on existing lab hoods</i>	Complete
12	LA Corridor Tile Floor Replacement 2 nd Floor + Bridge <i>FY19 \$410,000 – Replace quarry tile flooring w/ resilient flooring</i>	Complete
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>	Deferred FY21
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>	Award 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>	Awaiting start-up
28	HFC Pool Surface Refinishing <i>FY20 \$200,000 – Resurface lap and therapy pool surfaces.</i>	Awaiting Start Date
29	HFC Locker Room Renovation <i>FY20 \$625,000 – Renovate finishes in Men’s & Women’s locker rooms.</i>	Project Deferred
30	HFC Flooring Replacement <i>Kids in Motion area</i>	Project Deferred
31	HFC Men’s Hot Tub Renovation <i>FY20 \$163,000 – Repair performance issues and upgrade finishes</i>	Awaiting start date
32	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>	Construction in progress
2	Exterior Messaging Signage <i>FY18 \$75,000 – Install messaging sign near the ML building along HRD</i>	Project Deferred
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>	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.
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>	Construction in progress.
14	Health Sciences TI201 Surgical Tech Expansion <i>FY20 \$170,000 – Complete renovation of new surgical tech lab and classroom.</i>	Complete
15	Health Sciences TI211 Group Study Renovation <i>FY20 \$40,000 – Complete renovation of new group study room.</i>	Complete
16	Health Sciences PTA Expansion into TI106 <i>FY20 \$84,000 – Expand PTA program into TI106 and renovate space</i>	Project Deferred
17	Health Sciences TI116 & 118 Room Combination <i>FY20 \$211,000 – Combine rooms into larger multi function classroom.</i>	Project Deferred
18	Health Sciences TI235 Office & Conference Room Reno <i>FY20 \$55,000 – Complete renovation of new office and conference room.</i>	Project Deferred
19	Expand HFC Laundry Facilities <i>FY20 \$61,000 – Complete expansion renovation to accommodate additional services.</i>	Project deferred
20	Construct Observation Dock in Pond <i>FY20 \$35,000 – Complete renovation of new surgical tech lab and classroom.</i>	Award 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. Advanced Pools, HFC pool Resurfacing, \$91,125**
- 2. John E Green, Health & Fitness Center Shower Valve Replacement \$37,300**

Board of Trustees

Washtenaw Community College

DISCUSSION

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

Subject
Internet Connectivity Upgrade

Date
May 19, 2020

BACKGROUND

The college continues to prioritize stable and reliable internet access as a key component to support student success. Efforts have included: website, Wi-Fi, server, network and phone availability, reliability and coverage. With the ever-increasing use of video, adequate internet bandwidth is a key element.

The “Complete online campus experience” strategic priority further illuminates the need to ensure WCC’s internet bandwidth is adequate. As servers and services, like online learning and virtual classrooms are moved to the cloud increased bandwidth is necessary.

To accommodate current and anticipated future needs an upgrade to the College’s internet bandwidth to 1000Mbps (1Gbps) is a necessity. In addition, Distributed Denial of service (DDOS) protection is also essential. DDOS prevents the network from being flooded with traffic, which shuts down internal authentication on the website and every server. All internet traffic going in and out of the WCC network would stop without this protection.

Currently the network bandwidth is 500Mbps at a cost of \$26,340 a year with no DDOS. The cost of a 3-year commitment is \$25,404 a year with a onetime cost of \$250. In addition to the cost savings, the 3 – year commitment would increase the College’s bandwidth from 500Mbps to 1Gbps and add DDOS protection. This upgrade has been budgeted for in fiscal year 21.

RECOMMENDATION

That the Board of Trustees approve a 3-year contract for internet connectivity with DDOS protection from Merit for an amount not to exceed \$78,000.

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

Prepared by: Todd Kreuger
Title: CIO

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

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Approval of 2020-21 Candidates for Graduation

Date
May 19, 2020

RECOMMENDATION

That the Board of Trustees approve the candidates for graduation as submitted.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Linda Blakey
Title: Executive Vice President
Student and Academic Services

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
Review of Revenue and Expense Analysis for the 2020-21 Budget

Date
May 19, 2020

RECOMMENDATION

That the Board of Trustees review the 2020-21 Budget Plan as submitted.

2020-21 GENERAL FUND OPERATING BUDGET

REVENUE	Budget 2020-21	EXPENDITURES	Budget 2020-21
Tuition and Fees	\$30,882,989	Personnel	\$79,667,502
Local Property Taxes	\$58,880,204	Non-Personnel	\$20,549,813
State Appropriations	\$14,045,232	Utilities	\$2,399,700
Investment Income	\$600,000	Trade Partnerships	\$1,630,705
Trade Partnerships	\$2,658,931	Institutional Initiatives	<u>\$1,769,356</u>
Other Miscellaneous	\$1,930,845	Total Expenditures	\$106,017,076
Auxiliary Activities	<u>\$786,850</u>	Operational Transfers	\$817,975
		Deferred Maintenance	\$1,500,000
		Technology Infrastructure	<u>\$1,450,000</u>
Total Revenue	\$109,785,051	Total Expenditures and Transfers	\$109,785,051
Operational Revenue Over Expenditures			\$ 0

IF MOVED TO ACTION A ROLL CALL VOTE WILL BE TAKEN

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

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

Board of Trustees
Washtenaw Community College

ACTION

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


Subject	Date
Resolution to Approve the 2020-21 Tax Levy Rate for General Operations	May 19, 2020

RECOMMENDATION

That the Board of Trustees approve the 2020-21 Tax Levy of **3.3538** mills for operations, as submitted. The 3.3538 mills will generate approximately \$60,980,204 of tax revenue.

A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by: 
Rose B. Bellanca, President

WASHTENAW COMMUNITY COLLEGE

Washtenaw Community College 2020-21 Tax Levy Resolution

The tax levy resolution, based on detailed analysis of operational needs and debt needs, includes a rate of 3.3538 mills for operations, which is the currently maximum millage rate.

	<u>Tax Rate</u>	<u>2020</u> <u>Taxable Value</u>	<u>2021</u> <u>Gross Revenue</u> <u>Generated</u>
General Fund	<u>3.3538</u>	<u>\$18,182,421,168</u>	<u>\$60,980,204</u>

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees has examined the financial circumstances of the Community College for fiscal year 2020-21, including estimated revenues, estimated expenditures, and the state equalized valuation of property located within the county, and determined that the levy of the total authorized millage rate will be necessary for the sound management and operation of the College; and
2. For 2020-21, the total operating millage rate of 3.3538 shall be levied upon property located within Washtenaw County boundaries.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

I, the undersigned, Secretary of the Board of Trustees of Washtenaw Community College, Ann Arbor, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees, Washtenaw Community College, Ann Arbor, Michigan, at its regular meeting held on May 19, 2020, the original of which is part of the Board's minutes.

Dave DeVarti,
Secretary, Board of Trustees