

JUNE 23, 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 June 23, 2020. This meeting will be held electronically due to the [Executive Order](#) of Governor Whitmer, dated June 18, 2020.

PUBLIC PARTICIPATION:

The public may join the meeting via this link <https://zoom.us/j/92128489388>.

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. – June 23, 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. SPECIAL REPORTS**
 - A. NASA Community College Aerospace Scholars
 - B. Mandatory Audit Communication
 - C. Police Academy Update
 - D. Public Safety Update
- V. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Matters
 - a. Monthly Personnel Recommendations **(Action)**.....**Tab B**
 - b. 2020 - 21 Appointment of the President and Chief Executive Officer**(Action)**.....**Tab C**
 - c. 2020 - 21 Independent Staff Salary Adjustments **(Action)**.....**Tab D**
 - d. 2020 - 21 Part –Time Staff and Coaches Wage Rates **(Action)**.....**Tab E**
 - e. 2020 - 21 Part – Time Faculty Wage Rates **(Action)**.....**Tab F**
 - f. 2020 - 21 Department Chair Appointments **(Action)**.....**Tab G**
 - 2. Financial Reports (May 2020) **(Action)**.....**Tab H**
 - 3. Facilities Development Report**Tab I**
- VI. REMARKS**
 - A. Remarks of Members of Board of Trustees
 - B. President’s Remarks
- VII. OLD BUSINESS**
 - A. Discussion
 - 1. Proposed Fall 2020 In-District Tuition Rate Revision**Tab J**
 - B. Action
 - 1. Internet Connectivity Upgrade Project **(Action)**.....**Tab K**
 - 2. Approval of the 2020-21 General Fund Operating Budget **(Action)**.....**Tab L**
- VIII. NEW BUSINESS**
 - A. Discussion
 - 1. Circle In Contract**Tab M**
 - 2. Campus Elevator Upgrade Project.....**Tab N**
 - 3. Gunder Myran Building HVAC Controls Upgrade Project**Tab O**
 - B. Action
 - 1. Approval of 2020-21 Faculty Sabbaticals **(Action)**.....**Tab P**
 - 2. Revision to the 2020 Schedule of Monthly Board Meetings **(Action)**.....**Tab Q**
- 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
June 23, 2020

RECOMMENDATION

That the Board of Trustees approve the minutes of the May 19th Monthly 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, MAY 19, 2020

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on May 19, 2020 at 1:07 p.m. virtually per Executive Order 2020-75 issued on May 6, 2020 by Governor Whitmer.

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 and meeting participants to join her in a moment of silence to acknowledge the passing of former Trustee and first Board Chair Samuel Harmon.

Approval of Agenda (Action)

It was moved by Trustee McKnight-Morton and seconded by Secretary DeVarti that the Board approve the agenda for the May 19th Monthly Meeting.

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

Approval of Minutes (Action)

It was moved by Vice Chair Milliken and seconded by Secretary DeVarti that the Board approve the minutes of the April 28th Monthly Meeting and the May 14th Special Meeting as submitted.

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

CITIZEN PARTICPATION

WCC Education Association

Ms. Julie Kissel, English and College Readiness faculty member and WCCEA President spoke to the Board about what the faculty have done and plan to do to maintain a thriving and robust curriculum. Lastly, she mentioned she looked forward to continuing conversations with President Bellanca and VPI Hurns on ways to continue to move the institution forward in these times of uncertainty.

Public Comments

There were no public comments.

Call to order

Moment of Silence

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICPATION

WCC Education Association
WCC Education Association

Public Comments

Written Communications

There were no communications received.

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.

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.

Financial Reports (April 2020) (Action)

It was moved by Secretary DeVarti and seconded by Trustee Hatcher that the Board receive the Financial Reports for April 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.

Facilities Development Report

Mr. William Johnson, Executive Vice President and CFO informed the Board that most of the projects on the report were complete and the Trustees should see a revised report next month that will include next fiscal year's deferred maintenance projects.

REMARKS

Remarks from Members of the Board of Trustees

Trustee Hatcher congratulated the faculty and staff for the work and dedication to keeping the College moving forward during the pandemic.

Chair Fleming agreed with Trustee Hatcher and also thanked the faculty and staff.

Secretary DeVarti thanked the CITL staff for their behind the scenes work with the Board meetings. Lastly, he thanked the faculty, staff and administration for being able to transition to remote offerings and operations for the winter semester.

Trustee McKnight-Morton congratulated the graduates and thanked the faculty, staff and administration for conducting a virtual commencement.

Vice Chair Milliken commented that it would be a perfect time to do the upgrade projects in ML if we were not for the current financial restraints.

Written
Communications

MONTHLY REPORTS

**Personnel
Recommendations**

**Financial Reports
(April 2020) (Action)**

Facilities Development
Report

REMARKS

Remarks from
Members of the Board
of Trustees

President's Remarks

President Bellanca thanked the Board for acknowledging the faculty, staff and administration for their hard work and perseverance through the pandemic. She also thanked the staff in Facilities, Maintenance and Mailroom for working on campus while most of the campus is in remote operations. Lastly, she thanked all of our students that are working on the front lines.

NEW BUSINESS

Internet Connectivity Upgrade Project

Mr. Todd Krueger Chief Information Officer provided the Board with a brief overview of why the upgrade of the internet bandwidth is needed to support the current and future needs of the college.

Approval of 2020-21 Candidates for Graduation (Action)

It was moved by Trustee McKnight-Morton and seconded by Treasurer Davis that the Board approve the candidates for graduation 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

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

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the Board adjourn the monthly meeting of the Board of Trustees and open the Public Hearing regarding the 2020-21 budget. A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes, and Trustee McKnight-Morton; yes. The motion was adopted. The meeting adjourned at 1:42 pm.

PUBLIC HEARING REGARDING THE 2020-21 BUDGET

The Public Hearing was opened at 1:43pm.

Public Comments

There were no public comments.

Review of the Proposed 2020-21 Budget

Mr. William Johnson, Executive Vice President and CFO talked to the Board about the budget process and the proposed budget for 2020-21.

President's Remarks

NEW BUSINESS

Internet Connectivity Upgrade Project

Approval of 2020-21 Candidates for Graduation (Action)

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

PUBLIC HEARING REGARDING THE 2020-21 BUDGET

Public Comments

Review of the Proposed 2020-21 Budget

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

It was moved by Vice Chair Milliken and seconded by Secretary DeVarti that the Board 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 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.

Motion to Adjourn Public Hearing (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Hatcher that the Board move to adjourn the Public Hearing. A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes, and Trustee McKnight-Morton; yes. The motion was adopted. The Public Hearing was adjourned at 2:28 p.m.

Respectfully submitted,

David DeVarti

Secretary

Christina Fleming

Chair

**Resolution to Approve
the 2020-21 Tax Levy
Rate for General
Operations (Action)**

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

TAB B

Board of Trustees

Washtenaw Community College

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

ACTION

Subject
Monthly Personnel Recommendations

Date
June 23, 2020

RECOMMENDATION

That the Board of Trustees approve the monthly 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 E.D.*
Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS

June 2020

Instruction

Part-Time New Hires

Support Staff

Pablo Garcia Acuna, STEM Scholars Program Tutor, \$12.91 hourly

Andrew Vincent, STEM Scholars Program Tutor, \$12.91 hourly

Full-time Employment Ending

Daniel Willis, Senior Operations Coordinator, with fourteen (14) years of service

Student & Academic Services

Full-time Employment Ending

Lindsey Miller, Student Connection Call Center Specialist, with less than one (1) year of service

Dominique Green, Recruitment and Outreach Specialist, with two (2) years of service

Joel Pobursky, Public Safety Supervisor, with twenty-nine (29) years of service

Gayle Reynolds, Director of Enrollment Services, with less than one (1) year of service

Allen Wurster, Testing Center Technician, with thirty-three (33) years of service

Economic & College Development

Full-time Employment Ending

Kelly Gampel, Multimedia Communicator, with two (2) years of service

Neil Gudsen, Program Development Manager, with nineteen (19) years of service

Karen Williams-Newman, Operations Manager, with two (2) years of service

Facilities Management

Full-time Employment Ending

Melanie Thompson, Safety Compliance Manager, with fourteen (14) years of service

Finance

Full-time Employment Ending

Kai Smith, Budget and Business Analysis, with thirty (30) years of service

Maleana Annabel, Coordinator Student Payment Plans & Collections, with four (4) years of service

Human Resources

Full-time Employment Ending

Michelle Benin, HRIS Coordinator, with twenty-two (22) years of service

Dana Reeds, Retirement and Leave Coordinator, with thirty-one (31) years of service

President

Full-time Employment Ending

Lan Nguyen, Research Associate, with two (2) years of service

Workforce & Community Development

Full-time Employment Ending

Gyla Bender, Talent Development Specialist II, with four (4) years of service

Anthony Stinnette, Talent Development Specialist II, with two (2) years of service

Rachel Stoneburner, Talent Development Specialist I, with less than one (1) year of service

Julia Toman, Talent Development Specialist I, with two (2) years of service

Ashley Torrence, Talent Development Specialist II with two (2) years of service

Krista Velandra, Talent Development Specialist I, with two (2) years of service

Naomi Williams, Talent Development Specialist II with four (4) years of service

Trennis Sweatt, Employment Services Coordinator with twenty-seven (27) years of service

Thomas Tanner, Director Academies, Public Services Training, with four (4) years of service

Raymond Tate, Business Development Manager, with four (4) years of service

Advancement

No Report

Board of Trustees
Washtenaw Community College

ACTION

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

Subject	Date
2020 - 21 Appointment of the President and Chief Executive Officer	June 23, 2020

RECOMMENDATION

That the Board of Trustees extend the appointment of Dr. Rose B. Bellanca as President and Chief Executive Officer to June 30, 2023, and that the Chair of the Board of Trustees be authorized to sign a contract with Dr. Bellanca on behalf of the Board.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Larry Barkoff
Title: General Counsel

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
2020-21 Independent Staff Salary Adjustments

Date
June 23, 2020

RECOMMENDATION

That the Board of Trustees approve a 1.5% adjustment to the Independent Staff salary and wage rates, for the 2020-21 fiscal year.

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

Board of Trustees

Washtenaw Community College

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

ACTION

Subject

2020-2021 Part-Time Support Staff and Club Sports Coaches Wage Rates

Date

June 23, 2020

RECOMMENDATION

That the Board of Trustees approve the 2020-2021 Part-Time Support Staff and Club Sports Coaches wage rates as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Christine Mihaly

Title: Associate Vice President

Human Resources

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

Rose B. Bellanca, President

**WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
2019 – 2020 – 2020 - 2021**

Effective: ~~July 1, 2019~~ July 1, 2020

Support Staff Workers			
<u>Initial Hourly Wage Rate</u>	<u>Level I</u>	<u>Level II</u>	<u>Student</u>
	\$12.91 \$13.10	\$14.84 \$15.06	\$11.22 \$11.39

Criteria for placement at Level II:

Skills and Experience

A Supervisor may assign level II status to staff that exceed the minimum experience and skills required to perform the job.

Student Workers:

For placement in this wage category, the student must be registered at WCC in the current semester and can be assigned to work only when classes are in session. FICA and Michigan Public School Employees Retirement System (MPERS) deductions are not withheld from Student Workers.

Club Sport Coaches	
<u>Season Salary</u>	
Baseball- Men's	\$2,955 – \$2,998
Basketball- Men's	\$4,140 \$4,200
Basketball- Women's	\$4,140 \$4,200
Cross Country	\$1,477 \$1,499
Dance- Women's	\$4,065 \$4,126
Hockey- Men's	\$4,270
Soccer- Men's	\$2,955 \$2,998
Soccer- Women's	\$2,955 \$2,998
Softball- Women's	\$2,955 \$2,998
Volleyball- Men's	\$2,895 \$2,939
Volleyball- Women's	\$2,895 \$2,939

TUITION GRANT FOR PART-TIME SUPPORT STAFF

Tuition grants are available to eligible* part-time support staff who elect to enroll in any Washtenaw Community College course for which they qualify. Tuition grants are limited to three (3) credit hours in any one semester/session. The Office of Human Resource Management shall provide authorization to eligible part-time support staff for registration of classes.

A course must be taken to full term; if a course is not completed in full the employee shall reimburse the College for tuition and any other sums granted on his/her behalf.

* Eligibility: Does not apply to Student Workers. Part time Level I and II staff shall have provided service over a period of six (6) months in a support position.

Part-time employees are at-will and employment may be terminated at any time by either the College or the employee.

ADA/EEO/Title IX/Section 504

Washtenaw Community College does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status, or any other protected status as provided for and to the extent required by federal and state statutes. Nor does the college discriminate on the basis of sexual orientation, gender identity or gender expression.

Questions and inquiries should be directed as follows: **Facility access inquiries:** V.P. for Facilities, Grounds and Campus Safety, PO 112, 734-677-5322; **Employment compliance inquiries:** V.P. for Human Resources, BE 120, 734-973-3497; **Title IX or ADA/504 inquiries related to programs and services:** V.P. for Student and Academic Services, SC247, 734-973-3536.

**WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
2020 - 2021**

Effective: July 1, 2020

Support Staff Workers			
<u>Initial Hourly Wage Rate</u>	<u>Level I</u>	<u>Level II</u>	<u>Student</u>
	\$13.10	\$15.06	\$11.39

Criteria for placement at Level II:

Skills and Experience

A Supervisor may assign level II status to staff that exceed the minimum experience and skills required to perform the job.

Student Workers:

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Club Sport Coaches	
<u>Season Salary</u>	
Baseball- Men's	\$2,998
Basketball- Men's	\$4,200
Basketball- Women's	\$4,200
Cross Country	\$1,499
Dance- Women's	\$4,126
Soccer- Men's	\$2,998
Soccer- Women's	\$2,998
Softball- Women's	\$2,998
Volleyball- Men's	\$2,939
Volleyball- Women's	\$2,939

TUITION GRANT FOR PART-TIME SUPPORT STAFF

Tuition grants are available to eligible* part-time support staff who elect to enroll in any Washtenaw Community College course for which they qualify. Tuition grants are limited to three (3) credit hours in any one semester/session. The Office of Human Resource Management shall provide authorization to eligible part-time support staff for registration of classes.

A course must be taken to full term; if a course is not completed in full the employee shall reimburse the College for tuition and any other sums granted on his/her behalf.

* Eligibility: Does not apply to Student Workers. Part time Level I and II staff shall have provided service over a period of six (6) months in a support position.

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Board of Trustees

Washtenaw Community College

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
2020-2021 Part-Time Faculty Wage Rates

Date
June 23, 2020

RECOMMENDATION

That the Board of Trustees approve the attached 2020-2021 Part-Time Faculty Wage Rates as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Christine Mihaly

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

Title: Associate Vice President
Human Resources

Rose B. Bellanca, President

**WASHTENAW COMMUNITY COLLEGE
PART- TIME FACULTY
WAGE RATES
~~2019—2020~~ 2020 - 2021**

Effective: ~~Fall Semester 2019~~ Fall Semester 2020

A. Wage Rate and Load Assignment

1. Professional Instructor (Non-Adjunct)

~~\$893~~ \$906 per one (1) course contact hour

*The course contact hour divided by 15 equals the clock hour rate (i.e. ~~$\$893/15 = \59.53~~)
(i.e., $\$906/15 = \60.40)*

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

2. Professional Instruction (Adjunct)

~~\$949~~ \$963 per one (1) course contact hour

*The course contact hour divided by 15 equals the clock hour rate (i.e. ~~$\$949/15 = \63.24~~)
(i.e., $\$963/15 = \64.20)*

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

3. WCC Retired Professional Instructor and Retired Administrator

~~\$1,152~~ \$1,169 per one (1) course contact hour

*The course contact hour divided by 15 equals the clock hour rate (i.e. ~~$\$1,152/15 = \76.80~~)
(i.e., $\$1,169/15 = \77.93)*

A full-time professional instructor or administrator, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

4. WCC Retired Professional Counselor and Librarians

Maximum hours per week are twenty (20).

~~\$48.65~~ \$49.38 per clock hour worked

A full-time professional counselor or librarian, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

5. Counselor, Librarian, Professional Service Personnel

Maximum hours per week are twenty (20).

~~\$36.06~~ **\$36.60** per clock hour worked

6. Classified Faculty

Hourly Rate

Maximum hours per week are twenty (20).

a.) Laboratory Assistant	\$20.08	\$20.38
b.) Student Advisor	\$21.75	\$22.08
c.) Clinical Instructor		
2 & 3 years related work experience	\$34.89	\$35.41
4 years and over related work experience	\$36.33	\$36.87

B. Credentials

Required credentials for part-time faculty teaching general education courses include a Master's degree in the area of teaching, or a Master's degree with a minimum of 18 graduate credit hours in the discipline taught. Required credentials for part-time faculty teaching career and technical education certificate and occupational degree programs include a Bachelor's degree in the field and/or combination of education, training and tested experience.

ADA/EEO/Title IX/Section 504

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**WASHTENAW COMMUNITY COLLEGE
PART- TIME FACULTY
WAGE RATES
2020 - 2021**

Effective: Fall Semester 2020

A. Wage Rate and Load Assignment

1. Professional Instructor (Non-Adjunct)

\$906 per one (1) course contact hour

The course contact hour divided by 15 equals the clock hour rate (i.e., $\$906/15 = \60.40)

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

2. Professional Instructor (Adjunct)

\$963 per one (1) course contact hour

The course contact hour divided by 15 equals the clock hour rate (i.e., $\$963/15 = \64.19)

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

3. WCC Retired Professional Instructor and Retired Administrator

\$1,169 per one (1) course contact hour

The course contact hour divided by 15 equals the clock hour rate (i.e., $\$1,169/15 = \77.93)

A full-time professional instructor or administrator, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

4. WCC Retired Professional Counselor and Librarians

Maximum hours per week are twenty (20).

\$49.38 per clock hour worked

A full-time professional counselor or librarian, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

5. Counselor, Librarian, Professional Service Personnel

Maximum hours per week are twenty (20).

\$36.60 per clock hour worked

6. Classified Faculty

Hourly Rate

Maximum hours per week are twenty (20).

a.) Laboratory Assistant	\$20.38
b.) Student Advisor	\$22.08
c.) Clinical Instructor	
2 & 3 years related work experience	\$35.41
4 years and over related work experience	\$36.87

B. Credentials

Required credentials for part-time faculty teaching general education courses include a Master's degree in the area of teaching, or a Master's degree with a minimum of 18 graduate credit hours in the discipline taught. Required credentials for part-time faculty teaching career and technical education certificate and occupational degree programs include a Bachelor's degree in the field and/or combination of education, training and tested experience.

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Board of Trustees

Washtenaw Community College

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

ACTION

Subject
2020-2021 Department Chair Appointments


Date
June 23, 2020

RECOMMENDATION

That the Board of Trustees approve the attached 2020-2021 Faculty Department Chair appointments as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

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

Recommended by: 
Rose B. Bellanca, President

Department Chairs 2020-2021

Advanced Technologies and Public Service Careers

- Advanced Manufacturing Technology: Tom Penird
- Transportation Tech: Justin Morningstar & Allen Day
- HVAC: Brian Martindale
- Public Services Careers: Ruth Walsh
- Welding and Fabrication: Bradley Clink & Alex Pazkowski

Art & Science:

- Life Sciences: Anne Heise
- Mathematics & Engineering Studies: Lisa Manoukian
- Physical Sciences: Susan Albach
- Behavioral Sciences: Starr Burke
- English & College Readiness: Carrie Krantz
- Humanities, Language and Arts: Jill Jepsen & Elisabeth Thoburn
- Communication, Media & Theatre Arts: Allison Fournier
- Social Sciences: Gregg Heidebrink
- Chemistry: Tracy Schwab

Business and Computer Technologies

- Business: Douglas Waters
- Computer Information Systems: Cyndi Millns
- Culinary Arts & Hospitality: Derek Anders, Jr. & Sharyl Politi
- Digital Media Arts: Jason Withrow & Don Werthmann

Health Sciences

- Allied Health: Kristina Sprague
- Health Sciences: Kiela Samuels
- Nursing: Theresa Bucy

Board of Trustees

Washtenaw Community College

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

ACTION

Subject
Financial Reports (May 2020)


Date
June 23, 2020

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for May 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

May 2020

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2019-20, the eleven months ended May 31, 2020.

Revenue

As of May 31, 2020, Total Revenues were \$108.5 million; Total Expenditures and Operating Transfers were \$98.1 million. Revenues in total are trending slightly behind of the expected budget for the first eleven months of the fiscal year.

A concerted effort across campus to bolster enrollment resulted in Spring semester enrollment coming to within \$100,000 of budget. The College has implemented a number of strategies to connect with students and explore online learning and virtual classroom learning options. Additional strategies include removing payment barriers, alleviating down payments, and not dropping students for not making arrangements. These initiatives may result in additional bad debt expense as part of the annual year-end adjustment.

State Aid revenue reflects eleven 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). The remaining LCSA payment has been received in June and will exceed budgeted revenue by approximately \$100,000. 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 \$54.8 million through May, which represents 98.0 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 May 31, 2020, represent 86.2 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$2.6 million less than what was expected through the first eleven 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 eleven 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 May 31, 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 May 31, 2020

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,083,106	12,083,106	11,747,507	(335,599)
Tuition Winter	11,416,133	11,416,133	10,970,195	(445,938)
Tuition Spring	5,032,391	5,032,391	5,214,702	182,311
Student Fees	4,915,734	4,915,734	4,396,903	(518,831)
Total Tuition and Fees	<u>33,447,364</u>	<u>33,447,364</u>	<u>32,329,307</u>	<u>(1,118,057)</u>
Local Property Taxes	55,950,000	54,476,365	54,821,449	345,084
State Appropriations	14,683,926	13,189,432	13,908,659	719,227
Trade Partnerships	4,295,741	3,801,947	4,047,473	245,525
Investment Income	1,100,000	1,051,167	965,549	(85,618)
Other	1,930,458	1,765,473	1,363,901	(401,571)
Auxiliary Activities	1,308,350	1,249,067	1,033,741	(215,325)
Total Revenue	112,715,839	108,980,814	108,470,078	(510,736)
EXPENDITURES				
Humanities & Social Sciences	11,803,207	10,763,200	10,508,743	254,456
Math, Science & Engineering Technologies	9,337,211	8,471,609	8,445,996	25,613
Health Sciences	6,242,327	5,604,757	5,160,175	444,582
Business & Computer Technologies	7,327,486	6,667,297	6,627,889	39,408
Advanced Technologies & Public Service Careers	7,351,161	6,440,338	6,234,896	205,442
Continuing Education	721,340	589,445	467,935	121,509
Distance Learning	1,841,011	1,637,298	1,588,524	48,774
Instructional Support	15,728,523	13,912,195	12,724,023	1,188,172
Total Instruction	<u>60,352,266</u>	<u>54,086,138</u>	<u>51,758,182</u>	<u>2,327,956</u>
Student Services	9,995,470	9,037,314	8,405,192	632,122
Scholarships	1,918,598	1,730,258	1,572,725	157,532
Executive Management	2,198,367	1,869,180	1,687,895	181,285
General Admin - Institutional Services	5,995,262	5,708,590	7,107,595	(1,399,005)
MIS/Computer Services	9,095,565	7,651,241	7,674,640	(23,400)
Public Relations Development	3,153,679	2,841,270	2,639,166	202,104
Community Services	1,966,125	1,642,601	1,634,713	7,888
Physical Plant Operations	10,857,600	9,526,902	9,099,474	427,428
Utilities	2,089,700	1,822,340	1,772,177	50,163
Equipment	1,771,332	1,046,604	989,609	56,995
Total Non-Instruction	<u>49,041,698</u>	<u>42,876,300</u>	<u>42,583,187</u>	<u>293,113</u>
Total Expenditures	109,393,964	96,962,438	94,341,368	2,621,070
OPERATING TRANSFERS				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	1,227,075	1,227,075	-
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	3,764,575	3,764,575	-
Total Expenditures and Operating Transfers	112,715,839	100,727,013	98,105,943	2,621,070
Operating Revenue Over Expenditures & Transfers	-	8,253,801	10,364,135	2,110,334
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	400,855	400,855
Total Revenue over Expenditures & Transfers	-	8,253,801	10,764,990	2,511,189

Capital Fund
Project Summary
May 31, 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
May 31, 2020**

Since inception of fund:

General Fund Transfers	19,800,000	
Completed projects	(16,339,667)	
Projects in process	(3,583,146)	
Uncommitted Fund Balance	(122,813)	(122,813)

Completed Projects:

Final Cost

Projects completed in prior years	12,107,926	
Current year completed projects:		
HFC Hot Water Capacity	328,168	
ML Boiler Repl & System Mats	591,114	
ML Gun Range AHU Repl	1,504,993	
HFC 10 Yr Chiller Test	106,443	
HFC Womens Hot Tub Repair	177,242	
HFC Steam & Sauna Replacement	33,647	
LA RPLC Chemistry Hood	847,987	
LA-2nd FL Tile Corridor	375,505	
OEB Exhaust Fan Rplcmts	51,074	
OE Underground Exhaust	68,200	
Total of FY20 completed projects < \$50,000 each	147,367	
Total Completed	16,339,667	

Projects in Process or scheduled to begin:

Allocated Budget

EC Boiler Control & Valve Repl	75,000	
EC RPLC Campus Cooling Twr	1,340,000	
ML Renovation	500,500	
GM Fire Alarm Upgrade	85,000	
BE Store Front Entry	125,000	
* GM Library Lighting Replacement	90,000	
Campus Lighting Upgrades	90,000	
* Campus Concrete Repairs	90,000	
* Campus Repair Parking Lots	180,000	
Men' Hot Tub Replacement	175,000	
HFC Pool Resurfacing	100,000	
HFC Shower Vale Replacement	75,000	
* HFC Natatorium Lighting Replacement	75,000	
* FE West Brick & Tuck Pointing Rprs	90,000	
ML Retention Pond Dredging	185,000	
EC Chiller Maintenance Overhaul	182,646	
Total of other projects < \$50,000 each	125,000	
Total in Process	3,583,146	

* Scheduled; no financial activity as of report date

Projects anticipated to begin in FY 20

Expected Budget

Less than \$50,000 - show in total:		
Total of other projects < \$50,000 each		-
Total Pending	-	



**WCC Active Portfolio
Portfolio Management
Portfolio Summary
May 31, 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.
Money Market	1,500,000.00	1,500,000.00	1,500,000.00	5.68%	1	1	-	-
Federal Agency Coupon Securities	3,000,000.00	3,127,448.33	3,006,987.43	11.38%	1,562	720	1.558	1.579
Treasury Discounts -Amortizing	5,000,000.00	4,998,587.00	4,992,820.41	18.89%	128	68	0.737	0.747
Miscellaneous Coupon Securities	5,000,000.00	5,110,100.00	5,011,988.52	18.97%	2,167	1073	2.322	2.355
Municipal Bonds	11,840,000.00	12,394,267.20	11,913,872.87	45.08%	2,617	1595	2.507	2.542
	26,340,000.00	27,130,402.53	26,425,669.23	100.00%	1,901	1,079	2.001	2.029

Investments

Total Earnings	Month Ending 5/31/2020	Fiscal Year 2019 - 2020 To Date	Month Ending 5/31/2019	Fiscal Year 2018 - 2019 To Date
Current Year	41,555.38	562,426.36	51,889.76	555,178.46
Average Monthly Balance - Long Term Invested Balance		26,367,705.27		26,061,025.19
Effective Rate of Return - Long Term Invested Balance		2.33%		2.32%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 5/29/2020	0.18%	0.17%	0.30%	0.65%	1.18%

Reporting period 5/01/2020-5/31/2020

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	Energy Center Cooling Tower Replacement <i>FY19 \$1,340,000 – Replace campus cooling tower, associated piping and electrical</i>	Complete
2	EC Boiler Flow Valves <i>FY21 – Main flow valves replacement</i>	Waiting Design
3	EC Tunnel Lighting Repair/Upgrade <i>FY21 \$30,000 – Utility tunnel are not working correctly</i>	Design Underway
4	Parking Lot Lighting Repairs <i>FY21 \$60,000 – Replace nonfunctional lights with new LED fixtures</i>	Design Underway
5	Upgrade GM & LA Fire Alarm Panels <i>FY20 \$85,000 – Upgrade existing FA alarm panels to current standard.</i>	Design Underway
6	EC Summer Boilers Upgrades <i>FY20 \$75,000 – Retro commission and replace selective components.</i>	Award in progress
7	EC Tunnel Water Proofing repairs <i>FY21 \$70,000 – Utility tunnel is leaking ground water</i>	Design Underway
8	HFC Pool Surface Refinishing <i>FY20 \$100,000 – Resurface lap and therapy pool surfaces.</i>	Waiting Start Date
9	HFC Men’s Hot Tub Renovation <i>FY20 \$175,000 – Repair performance issues and upgrade finishes</i>	Waiting Start Date
10	HFC Shower Valve Replacement <i>FY20 \$75,000 Mixing valves in constant repair</i>	Construction Ongoing
11	BE – Entry Door Replacement <i>FY21 \$125,000 – Replace all doors & closers</i>	Design Underway
12	FEB Rpr Tuck Pointing on West Brick <i>FY21 \$90,000 – Repair mortar joins and replace brick</i>	Out for Bids

13	HFC Replace Natatorium Lighting <i>FY21 \$75,000 – Outdated lighting, no replacement – new LED</i>	Out for Bids
14	Campus Wide Concrete Repairs and Replacement <i>FY21 \$90,000 – Replace failing concrete sidewalks.</i>	Award in progress
15	SRB Dock 1 and 2 Loading Dock Replacement <i>FY20 \$70,000 – Replace failing dock levelers.</i>	Complete
16	MLB Water Softener Replacement <i>FY21 \$30,000 – Replace softener is non functional</i>	Waiting Design
17	Campus Wide Roof Replacement / Repairs <i>FY21 \$300,000 – Replace / Repair identified areas from IR study</i>	Waiting roof survey
18	Campus Wide HVAC Repairs due to Recommissioning <i>FY21 \$90,000 – Replace failed components identified by Siemens</i>	Waiting Siemens report
19	Campus wide egress lighting replacement <i>FY20 \$80,000 battery operated change to LED</i>	Ongoing
20	I.R. Roof survey <i>FY20 \$30,000 every building on campus</i>	June Start
21	Parking Lot Repairs <i>FY20 \$90,000 – mill and recap various areas</i>	Award in progress
22	MLB Retention Pond Dredge & Treatment <i>FY21 \$205,000 – drainage issues</i>	Design Underway
23	Campus Wide Fall Protection Survey <i>FY21 \$30,000 – Survey for OSHA compliant roof fall protection</i>	Waiting roof survey
24	HFC Skylight Replacement <i>FY20 \$10,000 – Replace skylight with broken seal</i>	Waiting for Materials
25	PS Elevator Pit waterproofing <i>FY21 \$25,000 – Pit leaking ground water</i>	Design Underway
26	Primary Heat loops - Filtration <i>FY20 \$25,000 – Install filtration units on water heat loops</i>	Survey underway
27	GM Water Softener Replacement <i>FY20 \$25,000 – Replace failing water softener.</i>	Complete
28	OEB Underground Exhaust Replacement <i>FY20 \$65,000 – Replace failing underground exhaust duct components</i>	Complete
29	EC Chiller 10 Year Maintenance Package <i>FY20 \$180,000 – Perform periodic recommended tear down and maintenance</i>	Complete

Campus Repair & Maintenance Projects Update

1	SEMCOG Non-Motorized Pathway <i>FY18 \$90,000 – WCC cost to support new grant funded pathway along HRD</i>	Construction in progress
2	Install motorized loading dock plate <i>FY20 \$155,000 – Install motorized loading dock for SC dock space</i>	Construction in progress
3	Campus Wide Elevator Upgrades <i>FY21 \$335,000 – upgrade safety controls in numerous elevators</i>	Award in progress
4	GM HVAC Controls Migration to DDC <i>FY21 \$230,000 – update controls from outdated pneumatic</i>	Award in progress
5	Emergency Lighting Repairs <i>FY20 \$35,000 – Update exit and wall pack lighting</i>	Ongoing

6	Construct Observation Dock in Pond <i>FY20 \$35,000 – Complete renovation of new surgical tech lab and classroom.</i>	Construction ongoing
7	Relocate The Voice to SC109 <i>FY20 \$56,000 – Complete renovation of new Voice office suite.</i>	Complete
8	Health Sciences TI201 Surgical Tech Expansion <i>FY20 \$170,000 – Complete renovation of new surgical tech lab and classroom</i>	Complete
9	Health Sciences TI211 Group Study Renovation <i>FY20 \$40,000 – Complete renovation of new group study room.</i>	Complete
10	Parking Lot 6 wiring repairs <i>FY20 \$40,000 - Underground wiring repairs</i>	Complete
11	HFC Sanitary Pump Replacement <i>FY20 \$16,000 – Replace failing pumps</i>	Complete
12	Exterior Messaging Signage <i>Install messaging sign near the ML building along HRD</i>	Project Deferred

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

1. H.O.H. Water Technology, Inc.; FY21 Water Systems Management; \$36,600
2. Johnson Controls Fire Protection LP; GMB Fire Alarm Upgrade; \$84,969
3. KONE Inc.; SC/BE/LA Elevator Upgrades; \$34,787

Board of Trustees
Washtenaw Community College

DISCUSSION and Possible ACTION

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

Subject
Proposed Fall 2020 In-District Tuition Rate Revision

Date
June 23, 2020

DISCUSSION

On April 28, 2020 the Board of Trustees approved the following student tuition rate structure for the 2020-21 academic year:

On Campus Tuition Rates:

- 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
- Work In-District** - \$108/credit hour
- Property In-District** - \$108/credit hour

Since this time and as the College has been planning its course offerings for the Fall 2020 semester, we has been assessing the potential impact of the ongoing COVI-19 pandemic to the health and safety of our students, employees and community for all on campus activities. As a result of this continued COVID-19 risk, the College has determined to minimize on campus course offerings for the Fall 2020 semester. This decision will particularly impact our In-District students that would normally elect to take on campus courses, in that our In-District distance learning tuition rate is \$13/credit hour greater than the In-District on campus tuition rate. Given this potential financial impact to our In-District students, the College is proposing that for the Fall 2020 semester that the Distance Learning tuition rates for In-District, Work In-District and Property In-District be revised and lowered to \$95/credit hour.

RECOMMEDATION

In recognition that the ongoing COVID-19 pandemic will impact the College’s Fall 2020 on campus course offerings and in further consideration of the potential financial impact that this may have on In-District students, the Board of Trustees approves the revision to the Distance Learning tuition rates for In-District, Work In-District and Property In-District from \$108/credit hour to \$95/credit hour for the Fall 2020 semester.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William Johnson
Title: Executive Vice President and Chief Financial Officer

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
Internet Connectivity Upgrade Project

Date
June 23, 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.

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 the 2020-21 Budget General Fund Operating Budget

Date
 June 23, 2020

RECOMMENDATION

That the Board of Trustees approve 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
Total Revenue	\$109,785,051	Deferred Maintenance	\$1,500,000
		Technology Infrastructure	<u>\$1,450,000</u>
		Total Expenditures and Transfers	\$109,785,051
Operational Revenue Over Expenditures			\$ 0

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

DISCUSSION

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

Subject
Circle In Contract

Date
June 23, 2020

Background

Washtenaw Community College has experienced increasing numbers of students enrolling in distance learning classes and expect increasing enrollments in the future. Due to COVID-19 the College moved all Winter 2020 and Summer 2020 classes to an on-line format. The on-line only format has restricted students from being able to participate in College-organized and student-organized in-person study groups on campus. Circle In is an app that brings studying into the modern world, helping students be more productive and collaborative and supporting study groups online. The Circle In app allows students to study online together and seek help from classmates and tutors. Colleges and universities that have used the Circle In application have found 66% of students experience an increase in productivity, an 80% increase in academic performance, and 71% of students reporting they recommend Circle In to their classmates.

The College plans to have the Circle In app available for all students to access for their Fall 2020 classes to support student success.

Circle In is a recipient of a National Science Foundation Innovation Grant and has received additional funding through private sources. The app has been used in over 20 states and will be deployed at over 30 colleges and universities this fall.

The College will use institutional CARES grant funding to cover the first year of the Circle In contract.

Recommendation

It is the recommendation that the Board of Trustees approve a contract with Circle In, Inc. not to exceed \$94,000 in the first year. The contract may be renewed for a second year at a cost of \$104,000 and a third year at a cost of \$119,000. College administration will base contract renewal on student use and evaluation of the Circle In app.

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
Campus Elevators Upgrade Project

Date
June 23, 2020

Background

This project will update the control systems for our elevators in the BE, SC, LA and GM buildings. The control systems for these elevators have reached the end of their useful life and updating of these systems are required to maintain and improve their overall reliability and performance. This project will be completed within 5-6 months of ordering the necessary parts, with each elevator taking approximately 2-3 weeks for installation of the new control systems.

Kone already has pricing agreements with US Communities, which is a cooperative purchasing organization that provides competitive bidding for these services and discount pricing to government agencies.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve an installation contract with Kone in the amount not to exceed \$335,000.

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

DISCUSSION

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

Subject
Gunder Myran Building HVAC Controls Upgrade Project

Date
June 23, 2020

Background

This project would replace the outdated Honeywell pneumatics HVAC controls for the Gunder Myran (GM) Building. The current Honeywell Building Automation System was installed in 2002 and now is beyond its useful life. The system is in constant repair, parts are becoming harder to obtain and the overall GM HVAC system performance is an ongoing issue.

The College currently utilizes Siemens building automation systems for the majority of its buildings. Replacing the GM Honeywell pneumatics system with Siemens Direct Digital Controls (DDC) will provide an integrated campus control structure and improve reliability and energy efficiencies of the GM HVAC system.

The DDC system is proprietary to Siemens and as a result, this controls acquisition and installation project will be a sole source contract with Siemens.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a contract with Siemens in the amount not to exceed \$199,691.00 to replace the existing Gunder Myran HVAC controls systems.

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

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Approval of 2020 – 21 Faculty Sabbaticals

Date
June 23, 2020

RECOMMENDATION

That the Board of Trustees approve the attached requested 2020-21 Faculty Sabbatical Leaves as submitted.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Dr. Kimberly Hurns

Title: Vice President of Instruction

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

Rose B. Bellanca, President

Summaries for Recommended Sabbatical Leave Requests

(from Jessica Hale, *Sabbatical Leave Summaries Memorandum, March 31, 2020*)

Ingrid Ankerson: Digital Media Arts, Fall 2020

Ingrid proposes creating a letterpress printing studio for personal professional development and to support the growth of WCC's graphic design students. She plans to research how letterpress studios are being used to engage students and faculty at higher education institutions including the University of Michigan, Wayne State University, and Eastern Michigan University. In addition to creating a letterpress studio, she also hopes to use this time to develop an exhibit of her own creative work and volunteer for educational organizations as a means of staying up-to-date on the latest software, design trends, and workflow processes in graphic design. For Ingrid, this sabbatical will provide an opportunity to "create new and exciting design work," strengthen her professional connections, and improve her skills as a graphic designer. Beyond the communications required by the sabbatical guidelines, Ingrid will share her work with the college through photographs displayed on campus and an event hosted at the letterpress studio. The committee has determined that this project meets sabbatical guidelines.

Ernesto Querijero: English and College Readiness, Winter 2021

Ernesto's proposes to conduct literacy outreach in Michigan and the Philippines. He plans to develop literacy programming and provide literacy resources to identified book deserts through book drives partnering with elementary schools in Flint, Inkster, and Metro Detroit as well as Baler Central School in the Philippines and Aurora State College of Technology. He will use his sabbatical to grow professionally, increasing his understanding of literacy in underprivileged and disadvantaged populations. This work will improve his efficacy as a developmental writing instructor by helping him bridge cultural and socioeconomic divides. Ernesto plans to share his work with through presentations and a narrative blog. The committee has determined that this project meets sabbatical guidelines.

Khaled Mansour: CSIT, Winter 2021

During his sabbatical, Khaled will be performing scholarly/professional services internationally through the Fulbright Fellowship program at the University of Jordan. As a part of his participation in this prestigious program, he will teach computer science at the University of Jordan while also engaging with his international partners developing skills for working with diverse student populations, learning international instructional techniques, and gaining knowledge about new discipline-specific course offerings and technologies. Khaled plans to use this experience to inform his classroom instruction and hopes to enhance the CIST program by communicating his findings. The committee has determined that this project meets sabbatical guidelines.

Melina Roberts: Nursing, Winter 2021

Melina hopes to research exercise programs embedded in nursing curricula. According to her preliminary research, exercise programs are being introduced into nursing preparation programs to address poor overall health among nurses and “reduce stress and increase academic performance” among nursing students. Melina plans to conduct site visits and phone interviews at institutions with existing exercise programs, consult with exercise physiologists, explore the costs of equipment associated with these programs, and research techniques to measure student outcomes. Her goal is to improve the health of the profession as a whole and specifically, help WCC’s nursing students. Her findings and recommendations will be shared through a KALPA session as well as the required channels. The committee has determined that this project meets sabbatical guidelines.

Board of Trustees
Washtenaw Community College

ACTION

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

Subject	Date
Revision to 2020 Schedule of Monthly Board Meetings	June 23, 2020

RECOMMENDATION

That the Board of Trustees revise their 2020 Schedule of Monthly Board Meetings and begin the July 28, 2020 meeting at 1:00pm.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Larry Barkoff
Title: General Counsel

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