Washtenaw Community College

Office of the President

JUNE 23, 2015
MONTHLY MEETING OF
THE BOARD OF TRUSTEES

On **June 23, 2015**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in Room 150, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan. The Board will meet in closed session immediately following the Monthly Meeting to discuss collective bargaining.

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

WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. - JUNE 23, 2015
ROOM 150, MORRIS LAWRENCE BUILDING
4800 E. Huron River Drive, Ann Arbor, Michigan

I. CALL TO ORDER, APPROVAL OF AGENDA

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

May 26th Monthly Meeting, June 9th Special Meeting, April 28th and May 26th Closed Sessions

III. CITIZEN PARTICIPATION

A. Verbal Communications
   1. WCC Education Association
   2. Public

B. Written Communications

I. SPECIAL REPORTS

A. Recognition of John E. Lawrence
B. Recognition of Roland Gainer

V. REPORTS

A. Monthly Reports
   1. WCC Foundation Report
   2. Personnel Matters
      a. Monthly Personnel Recommendations **(Action)**..... …. **Tab B**
      b. Appointment and 2015 – 16 Salary Adjustments for President/CEO**(Action) Tab C**
      c. 2015 - 16 Independent Staff Salary Range Table **(Action)**..... ……**Tab D**
      d. 2015 - 16 Independent Staff Salary Adjustments **(Action)** ..... ….. **Tab E**
      e. 2015 - 16 Part-Time Support Staff and Club Sports Coaches Salary **(Action)**…**Tab F**
   3. Financial Reports (May 2015) **(Action)** ..... ….. **Tab G**
   4. Facilities Development Report…… **Tab H**

VI. REMARKS

A. Remarks of Members of Board of Trustees
B. President's Remarks

VII. NEW BUSINESS

A. Discussion Items……..**Tab I**
   1. Mandatory Audit Communication *(Michelle Fowler of Rehmann Robson)*
   2. Approval of 2015-16 Program Proposals from 3 + 1 Articulation Agreements

VIII. OLD BUSINESS

A. Discussion……**Tab J**
   1. Proposed revisions to Board of Trustee Policy 3031 – Credit for Prior Learning *(2nd Reading)*
   2. Video Recording Board Meetings Pilot Program

B. Action Items
   1. Reappointments to the Washtenaw Technical Middle College (WTMC) Board of Directors **(Action)**..... **Tab K**
   2. CLASB Window Replacement Contract **(Action)**..... **Tab L**
   3. SCB Roof Replacement Carpentry Contract **(Action)**..... **Tab M**
   4. CLASB Precast Concrete Sill Replacement Contract **(Action)** ……**Tab N**

X. ADJOURNMENT OF MONTHLY MEETING - The Board will meet in closed session immediately following the Monthly Meeting to discuss collective bargaining.

Board of Trustees
Washtenaw Community College

TAB A

ACTION

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

Subject
May 26th Monthly Meeting, June 9th Special Meeting, April 28th and May 26th Closed Sessions

Date
June 23, 2015

RECOMMENDATION

That the Board of Trustees approve the minutes of May 26th Monthly Meeting, June 9th Special Meeting, April 28th and May 26th Closed Sessions as submitted.

Prepared by: Vanessa Brooks
Title: Executive Associate to the President and Board of Trustees

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

MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, MAY 26, 2015

CALL TO ORDER

Call to Order

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Richard Landau on May 26, 2015 at 6:02 p.m. in Room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

Present: Chair Richard Landau, Vice Chair Diana McKnight-Morton, Secretary Christina Fleming, Treasurer Pamela Horiszny, Trustee David DeVarti, Trustee Stephen Gill and Trustee Ruth Hatcher.

Approval of the Agenda (Action)

Approval of Agenda (Action)

It was moved by Vice Chair McKnight-Morton, seconded by Trustee Gill that the Board approve the May 26 Monthly Meeting agenda as submitted. The motion was adopted.

Approval of Minutes (Action)

Approval of Minutes (Action)

It was moved by Trustee Gill, seconded by Treasurer Horiszny that the minutes of the April 28th Monthly Meeting and the May 19th Special Meeting be approved as submitted. The motion was adopted.

CITIZEN PARTICIPATION

Citizen Participation

WCC Education Association

WCC Education Association

Ms. Maryam Barrie, WCCEA President and English faculty member recognized Dean Dena Blair, praised Dean Brandon Tucker and Dean Kimberly Hurns, while thanking Dean Kristin Good. Lastly she congratulated and welcomed Dean Valerie Greaves.

Ms. Barrie reiterated her concerns in regards to WCCEA contract negotiations but expressed her willingness to work together with Administration.

Public Comment

Public Comment

There were no public comments.

Written Communications

Written Communications

The Board received a written communication in regards to the WCCEA response sent to the Higher Learning Commission.

SPECIAL REPORT

Special Report

Michigan Emmy Award Winners

Michigan Emmy Award Winners

Mr. Mathew Zacharias, Digital Media Arts Faculty introduced the WCC student nominees and winner from the Michigan Emmy Awards. He mentioned WCC was

Michigan Emmy Award Winners (cont'd)

the only 2 year institution competing against students from Michigan State University, University of Michigan, and College of Creative Study among others.

Mr. Dontez Jones, Mr. William Siemers, Mr. Matthew Wilken, Mr. Shane Law, and Ms. Dalia Alsadi summarized their projects for the Board.

Dean Kimberly Hurns informed the Board a WCC student created a video promo that will be highlighted at the White House.

Exercise Science Video

Exercise Science Video

Dean Kristen Good showed the Board a promotional video for WCC's Exercise Science program, which was produced by a WCC alumni who owns a video production company.

Strategic Plan and College Goals

Strategic Plan and College Goals

President Rose Bellanca summarized the history of Community College noting as community needs change so has the charge of the community college.

Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning, and Accreditation, along with members of the Executive Leadership Team briefed the Board on the eight priorities of the Strategic Plan and the accomplishments made towards them.

Dr. Morrison reviewed the action steps for the college goals for fiscal years 2014-15 and 2015-16.

MONTHLY REPORTS

Monthly Reports

WCC Foundation Report

WCC Foundation Report

Treasurer Horiszny announced the WCC Foundation has reached its campaign goal of $8.5 million. She noted the Women's Council Luncheon raised $45,000 to support the WCC Student Resource and Women's Center. Ms. Horiszny also reminded the Board about the August 17th annual Foundation Golf Outing.

Personnel Recommendations (Action)

Personnel Recommendations (Action)

It was moved by Vice Chair McKnight-Morton, seconded by Trustee Hatcher that the Board approve the personnel recommendations as submitted. The motion was adopted.

Financial Reports (April 2015) (Action)

Financial Reports (April 2015) (Action)

It was moved by Treasurer Horiszny, seconded by Trustee Gill that the Board receive the financial reports for April 2015 as submitted. The motion was adopted.

Financial Reports (April 2015) (Action)(cont'd)

Mr. William Johnson, Vice President and CFO reiterated to the Board the college's investment strategy.

Facilities Development Report

Facilities Development Report

Mr. Damon Flowers, Vice President of Facilities, Grounds, and Campus Safety updated the Board on the progress of the SRB addition, noting it will be completed in time for the UA event. He also mentioned the CLASB project is on schedule.

Remarks of Members of the Board of Trustees

Remarks of Members of the Board of Trustees

Vice Chair McKnight-Morton noted the State of Michigan budget is one step closer to being passed. If passed WCC will receive the highest percentage increase for three years in a row out of all 28 community colleges in the state. Lastly she thanked the faculty, staff and all employees for their hard work and dedication to the college.

Trustee DeVarti informed the Board he will not be at the July meeting. He also stated he will bring forth a resolution in June to begin videotaping Board meetings in the fall.

Trustee Hatcher inquired about the status of the funding of the CurricuNet program requested by the Curriculum and Assessment committee. She also applauded the Administration on the May 19th Special Meeting. Ms. Hatcher also mentioned she would bring up budget concerns in the Fall.

President's Remarks

President's Remarks

President Bellanca had no additional remarks.

NEW BUSINESS

New Business

Approval of the 2015-16 Faculty Sabbaticals (Action)

Approval of the 2015-16 Faculty Sabbaticals (Action)

It was moved by Treasurer Horiszny, seconded by Trustee Gill that the Board approve the attached requested 2015-2016 Faculty Sabbatical Leaves. The worth of the six (6) sabbatical leaves represents a sum of $423,633.

A roll call vote was taken. The results were: Chair Landau, yes; Vice Chair McKnight-Morton, yes; Treasurer Horiszny, yes; Secretary Fleming, yes; Trustee DeVarti, yes; Trustee Gill, yes; Trustee Hatcher, yes. The motion was adopted.

Proposed update to Board of Trustee Policy 3031 – Credit for Prior Learning *(1st Reading)*

Proposed update to Board of Trustee Policy 3031 – Credit for Prior Learning *(1st Reading)*

Ms. Linda Blakey, Vice President of Student and Academic Services summarized the changes to Board of Trustee Policy 3031. These changes are anticipated to be an asset to nontraditional students.

CLASB Window Replacement Contract

Mr. Damon Flowers, Vice President of Facilities, Grounds, and Campus Safety communicated to the Board that the project scope will involve the replacement of the existing windows, entrance doors, and stair tower windows and doors.

CLASB Window Replacement Contract

SCB Roof Replacement Carpentry Contract

Mr. Damon Flowers, Vice President of Facilities, Grounds, and Campus Safety pointed out the extent of this project will include metal stud and drywall work, structural framing for the new skylights, acoustical ceiling work on the third floor.

SCB Roof Replacement Carpentry Contract

CLASB Precast Concrete Sill Replacement Contract

Mr. Damon Flowers, Vice President of Facilities, Grounds, and Campus Safety explained to the Board the existing precast concrete window sills are over 40 years old and have cracked and deteriorated to the point of causing water to infiltrate the building's interior wall causing mold growth on the drywall and other wall surface damage.

CLASB Precast Concrete Sill Replacement Contract

OLD BUSINESS

Old Business

Approval of Proposed 2015-16 Budget (Action)

Approval of Proposed 2015-16 Budget (Action)

It was moved by Treasurer Horiszny, seconded by Trustee Gill that the Board approve the Review of Revenue and Expense Analysis and 2015-16 Budget as submitted.

A roll call vote was taken. The results were: Chair Landau, yes; Vice Chair McKnight-Morton, yes; Treasurer Horiszny, yes; Secretary Fleming, yes; Trustee DeVarti, yes; Trustee Gill, yes; Trustee Hatcher, yes. The motion was adopted.

Resolution to Adopt 2015-16 Tax Levey for General Operations (Action)

Resolution to Adopt 2015-16 Tax Levey for General Operations (Action)

It was moved by Vice Chair McKnight-Morton, seconded by Treasurer Horiszny that the Board adopt the Resolution to Adopt 2015-16 Tax Levy for General Operations of 3.4576 mills for operations, as submitted. The 3.4576 mills will generate approximately $50, 487,393.

A roll call vote was taken. The results were: Chair Landau, yes; Vice Chair McKnight-Morton, yes; Treasurer Horiszny, yes; Secretary Fleming, yes; Trustee DeVarti, yes; Trustee Gill, yes; Trustee Hatcher, yes. The motion was adopted.

The resolution is as follows:

Resolution to Adopt 2015-16 Tax Levy

The tax levy resolution, based on detailed analysis of operational and debt service needs, includes a rate of 3.4576 mills for operations. No debt service levy is required.

NOW THEREFORE, BE IT RESOLVED THAT

1. The Board of Trustees of Washtenaw Community College has examined the financial circumstances of the Community College for fiscal year 2015-2016, 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 2015-2016, the total operating of 3.4576 shall be levied upon property located with 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.

Resolution to Adopt 2015-16 Tax Levey for General Operations (Action)(cont'd)

Copier Lease Agreement and Copy Center Contract (Action)

It was moved by Vice Chair McKnight-Morton, seconded by Trustee Gill that the Board approve the five year copier lease agreement and five year copy center/network printer service agreement with Applied Imaging, commencing July 1, 2015. The copier lease agreement provides for a $1 purchase option at the end of the lease and the copy center service agreement provides for two 1 year extensions, at the colleges option.

Copier Lease Agreement and Copy Center Contract (Action)

A roll call vote was taken. The results were: Chair Landau, yes; Vice Chair McKnight-Morton, yes; Treasurer Horiszny, yes; Secretary Fleming, yes; Trustee DeVarti, yes; Trustee Gill, yes; Trustee Hatcher, yes. The motion was adopted.

Campus Wide Wireless Network/Internet Access Project (Action)

It was moved by Treasurer Horiszny, seconded by Secretary Fleming that the Board approve the Wireless Network/Internet Connectivity capital project in the amount of $295,000 and that funding for this project has been included within the proposed FY 2016 Budget. Also requested is that the Board of Trustees approve the contract with CTC Technologies in an amount not to exceed $290,000 for the purchase of the required wireless equipment in support of this capital project

Campus Wide Wireless Network/Internet Access Project (Action)

A roll call vote was taken. The results were: Chair Landau, yes; Vice Chair McKnight-Morton, yes; Treasurer Horiszny, yes; Secretary Fleming, yes; Trustee DeVarti, yes; Trustee Gill, yes; Trustee Hatcher, yes. The motion was adopted.

FY 15 Parking Lots and Access Drives Resurfacing Project (Action)

It was moved by Treasurer Horiszny, seconded by Trustee Gill that the Board of Trustees approve a construction contract with Allied Construction Inc., of Clarkston, Michigan, as asphalt paving contractor for the FY 15 Parking Lots Repaving Project,

FY 15 Parking Lots and Access Drives Resurfacing Project (Action)

FY 15 Parking Lots and Access Drives Resurfacing Project (Action)(cont'd)

for an amount not to exceed $756,788.00 contingent upon the College administration obtaining a satisfactory contract with the firm.

A roll call vote was taken. The results were: Chair Landau, yes; Vice Chair McKnight-Morton, yes; Treasurer Horiszny, yes; Secretary Fleming, yes; Trustee DeVarti, yes; Trustee Gill, yes; Trustee Hatcher, yes. The motion was adopted

Motion to Adjourn Monthly Meeting and Meet in Closed Session (Action)

Motion to Adjourn Monthly Meeting and Meet in Closed Session (Action)

It was moved by Treasurer Horiszny, seconded by Trustee DeVarti that the Board move into closed session. A roll call vote was taken. The results were: Chair Landau, yes; Vice Chair McKnight-Morton, yes; Treasurer Horiszny, yes; Secretary Fleming, yes; Trustee DeVarti, yes; Trustee Gill, yes; Trustee Hatcher, yes. The motion was adopted. The monthly meeting was adjourned at 9:08 p.m.

Respectfully submitted,

Christina Fleming
Secretary

Richard Landau
Chair

MINUTES
WASHTENAW COMMUNITY COLLEGE
SPECIAL MEETIMG OF THE BOARD OF TRUSTEES
TUESDAY, JUNE 9, 2015

CALL TO ORDER

CALL TO ORDER

The Special Meeting of the WCC Board of Trustees was called to order by Chair Richard Landau on June 9, 2015 at 6:02 p.m. in Room 150, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

Present: Chair Richard Landau, Secretary Christina Fleming, Treasurer Pamela Horiszny, Trustee David DeVarti, Trustee Stephen Gill and Trustee Ruth Hatcher.

Absent: Vice Chair Diana McKnight-Morton

APPROVAL OF AGENDA (ACTION)

APPROVAL OF AGENDA (ACTION)

It moved by Trustee Gill seconded by Trustee Hatcher that the Board approve the June 9 Special Meeting agenda. The motion was adopted.

Public Comment

Public Comment

There were no public comments

Remarks of Members of the Board of Trustees

Remarks of Members of the Board of Trustees

Trustee Hatcher expressed her disappointment in the VOICE advisor positon posting, however was glad the VOICE will get support. She also talked about the sabbatical cost for past Deans and Interim VPI.

Trustee DeVarti mentioned the upcoming student art exhibit. He encouraged everyone to attend.

MOTION TO ADJOURN AND MEET IN CLOSED SESSION (ACTION)

MOTION TO ADJOURN AND MEET IN CLOSED SESSION (ACTION)

It was moved by Treasurer Horiszny, seconded by Trustee Gill that the Board adjourn the June 9, 2015 Special Meeting of the WCC Board of Trustees and move into closed session. The motion was adopted. The meeting adjourned at 6:06 p.m.

Respectfully submitted,

Christina Fleming
Secretary

Richard Landau
Chair

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject

Personnel Recommendations

Date

June 23, 2015

RECOMMENDATION

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

Prepared by: Douglas Kruzel
Title: Vice President
Human Resource Management

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

PERSONNEL RECOMMENDATIONS
June 2015

Economic & Community Development

Full Time New Hires
Independent
Michelle Rush, Operations Manager, $53,000 annually

Full Time Ending Employment
Linda King, Program Quality Manager, retirement, with seventeen (17) years of service.
Danielle Lewis, Division Secretary Economic & Community Development, with nine (9) years of service.

Part Time New Hire
Support Staff
Ebonee Warren, Community Center Program Assistant, $11.14 hourly

Facilities Development & Operations

Full-Time New Hires
Custodial/Maintenance Staff
Jason Lopez, Custodian, $16.88 hourly

Part Time New Hires
Independent
LeeAnna Smith, Security Dispatcher, $13.02 hourly

Support Staff
Logan Bender, Grounds Maintenance Worker, 12.94 hourly
Tyler Douglas, Grounds Maintenance Worker, 12.94 hourly

Finance

Full-Time New Hires
Office Professional/Technical Staff
Jessica Clark, Head Cashier, $15.99 hourly

Instruction

Part-Time New Hires
Support Staff
Alafia Kanpurwala, Math Center Tutor, $12.94 hourly

Faculty – Professional
Meghan Ladd, Humanities, $823 per course contact hour
Brian Hochrein, Mathematics, $823 per course contact hour
Greg Minke, Mathematics, $823 per course contact hour

Independent
Michael Pilon, Instructional Media Technician, $18.46 hourly

Full Time Ending Employment
Paulette Woods-Ramsey, Professional Faculty Surgical Technology Program, with less than two (2) years of service.

Student & Academic Services

Part-Time New Hires
Support Staff
Susan Pulice, Admissions Clerk, $12.94 hourly
Annaleza Wilseck, Admissions Clerk, $12.94 hourly

Full Time Ending Employment
Independent
Kathryn Stafford, Assistant Director Student Communication, with fourteen (14) years of service.

College Advancement

No Report

Human Resources

No Report

President

No Report

TAB C

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Appointment and 2015-16 Salary adjustment of President/CEO

Date
June 23, 2015

RECOMMENDATION

That the Board of Trustees extend the appointment of Dr. Rose B. Bellanca as President and Chief Executive Officer to June 30, 2018, that her 2015-2016 salary be set at $211,140, that she be permitted to accrue an additional week of paid vacation time during each contract year, 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: _____
WCC Board of Trustees

TAB D

Board of Trustees
Washtenaw Community College

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

2015-2016 Independent Staff Salary Range Table

Date

June 23, 2015

RECOMMENDATION

That the Board of Trustees approve the 2015-2016 Independent Staff Salary Range Table as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Douglas Kruzel
Title: Vice President
Human Resource Management

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

Washtenaw Community College
~~2013-2014~~ 2015-2016
Independent Staff Salary Schedule

Effective ~~July 1, 2014~~ July 1, 2015

Grade	*Min*	*Mid*	*Max*	Min	Mid	Max
101	~~$27,076~~	~~$34,521~~	~~$41,967~~	$27,347	$34,867	$42,387
102	~~$35,552~~	~~$45,328~~	~~$55,104~~	$35,908	$45,781	$55,655
103	~~$38,387~~	~~$48,941~~	~~$59,496~~	$38,771	$49,430	$60,091
104	~~$43,322~~	~~$55,236~~	~~$67,147~~	$43,755	$55,788	$67,819
105	~~$47,651~~	~~$60,755~~	~~$73,855~~	$48,128	$61,363	$74,594
106	~~$51,988~~	~~$66,285~~	~~$80,580~~	$52,508	$66,947	$81,386
107	~~$59,562~~	~~$75,942~~	~~$92,320~~	$60,157	$76,702	$93,243
108	~~$70,397~~	~~$89,754~~	~~$109,115~~	$71,101	$90,652	$110,206
109	~~$76,895~~	~~$98,038~~	~~$119,186~~	$77,664	$99,019	$120,378
110	~~$83,386~~	~~$106,317~~	~~$129,250~~	$84,220	$107,380	$130,542
111	~~$93,143~~	~~$118,760~~	~~$144,374~~	$94,075	$119,948	$145,817
201	~~$30,062~~	~~$38,330~~	~~$46,593~~	$30,362	$38,713	$47,059
202	~~$36,618~~	~~$46,688~~	~~$56,758~~	$36,984	$47,155	$57,325
203	~~$39,535~~	~~$50,407~~	~~$61,279~~	$39,930	$50,911	$61,892
204	~~$46,568~~	~~$59,374~~	~~$72,178~~	$47,034	$59,967	$72,900
205	~~$54,690~~	~~$69,734~~	~~$84,774~~	$55,237	$70,431	$85,622
206	~~$61,735~~	~~$78,711~~	~~$95,692~~	$62,352	$79,498	$96,648
207	~~$68,775~~	~~$87,686~~	~~$106,600~~	$69,463	$88,562	$107,666
208	~~$75,813~~	~~$96,661~~	~~$117,509~~	$76,572	$97,628	$118,684
209	~~$83,030~~	~~$105,862~~	~~$128,698~~	$83,861	$106,921	$129,985
210	~~$90,249~~	~~$115,067~~	~~$139,886~~	$91,151	$116,218	$141,284

Washtenaw Community College
2015-2016
Independent Staff Salary Range
Effective July 1, 2015

Grade	Min	Mid	Max
101	$27,347	$34,867	$42,387
102	$35,908	$45,781	$55,655
103	$38,771	$49,430	$60,091
104	$43,755	$55,788	$67,818
105	$48,128	$61,363	$74,594
106	$52,508	$66,948	$81,386
107	$60,157	$76,701	$93,243
108	$71,101	$90,652	$110,206
109	$77,664	$99,018	$120,378
110	$84,220	$107,380	$130,543
111	$94,074	$119,948	$145,817
201	$30,362	$38,713	$47,059
202	$36,984	$47,155	$57,326
203	$39,930	$50,911	$61,892
204	$47,034	$59,968	$72,900
205	$55,237	$70,431	$85,622
206	$62,352	$79,498	$96,649
207	$69,463	$88,563	$107,666
208	$76,571	$97,628	$118,684
209	$83,860	$106,921	$129,985
210	$91,151	$116,218	$141,285

Board of Trustees
Washtenaw Community College

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

TAB E

ACTION

Subject

2015-2016 Independent Staff Salary Adjustments

Date

June 23, 2015

RECOMMENDATION

That the Board of Trustees approve a 2% adjustment to the Independent Staff salary and wage rates, for the 2015-2016 fiscal year.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Douglas Kruzel
Title: Vice President
Human Resource Management

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

TAB F

Board of Trustees
Washtenaw Community College

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

2015-2016 Part-Time Support Staff and Club Sports Coaches Salary

Date

June 23, 2015

RECOMMENDATION

That the Board of Trustees approve the attached 2015-2016 Part-Time Support Staff and Club Sports Coaches Salary

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Douglas Kruzel
Title: Vice President
Human Resource Management

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

WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
~~2014-2015~~ 2015-2016

Effective: ~~July 1, 2014~~ July 1, 2015

Support Staff Workers

Initial Hourly Wage Rate	Level I	Level II	Student
	~~$11.14~~ $11.36	~~$12.94~~ $13.20	~~$9.55~~ $9.74

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 (MPSERS) deductions are not withheld from Student Workers.

Club Sport Coaches

Season Salary	
Baseball- Men's	$2,500
Basketball- Men's	$3,500
Basketball- Women's	$3,500
Dance- Women's	$3,500
Hockey- Men's	$3,500
Soccer- Men's	$2,500
Soccer- Women's	$2,500
Softball- Women's	$2,500
Volleyball- Men's	$2,500
Volleyball- Women's	$2,500

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: The part-time support staff member 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
Compliance Statements
Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990.

Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Associate Vice President of Student Services; Room 225A, Student Center Building, (734) 973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Business Education Building, (734) 973-3497. Inquiries concerning access to facilities should be directed to the Associate Vice President of Facilities Development and Operations, Plant Operations Building, (734) 677-5300.

WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
2015-2016

Effective: July 1, 2015

Support Staff Workers

Initial Hourly Wage Rate	Level I	Level II	Student
	$11.36	$13.20	$9.74

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 (MPSERS) deductions are not withheld from Student Workers.

Club Sport Coaches

Season Salary	
Baseball- Men's	$2,500
Basketball- Men's	$3,500
Basketball- Women's	$3,500
Dance- Women's	$3,500
Hockey- Men's	$3,500
Soccer- Men's	$2,500
Soccer- Women's	$2,500
Softball- Women's	$2,500
Volleyball- Men's	$2,500
Volleyball- Women's	$2,500

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: The part-time support staff member 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
Compliance Statements
Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990.

Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Associate Vice President of Student Services; Room 225A, Student Center Building, (734) 973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Business Education Building, (734) 973-3497. Inquiries concerning access to facilities should be directed to the Associate Vice President of Facilities Development and Operations, Plant Operations Building, (734) 677-5300.

Board of Trustees
Washtenaw Community College

TAB G

ACTION

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

Subject

Financial Reports (May 2015)

Date

June 23, 2015

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for May 2015 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

Prepared by: William Johnson
Title: CFO and Vice President

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

Financial Narrative

May 2015

The financial narrative discusses the financial operating performance of Washtenaw Community College as of May 31, 2015, for fiscal year 2014-15.

Revenue

As of May 31, 2015, Total Revenues were $93.7 million and are slightly ahead of the expected budget of $93.0 million for the first eleven months of the fiscal year.

State Aid revenue is paid in monthly installments of $1.19 million from October through August. Eight of those payments were received as expected through May. The July and August payments will be recorded in June and reflected as a receivable as of the end of the fiscal year.

Receipts for Local Government Taxes are $46.6 million through May, which represents 98% of the total budgeted revenue from property taxes. This is somewhat ahead of the expected collections through this point in time. Final amounts to be collected for the year will be received from Washtenaw County in June as they go through the process of settling with each taxing unit and issuing bonds for any delinquent taxes. Based on preliminary indications from the county, this revenue category appears likely to achieve its budget.

Credit hour enrollment for the Spring term is ahead of budgeted levels, and just slightly behind the pace of last year, with credit hour enrollment down approximately 2 percent. The Spring Tuition revenue reflected in the May financial report represents a 65 percent proportion of posted Spring Tuition revenue expected to be earned this fiscal year, along with the 35 percent of Spring 2014 Tuition revenue earned last summer.

Expenditures

Total Expenditures through May 31, 2015, were $82.6 million and represent 86 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately $4.9 million less than what was expected through the first eleven months of the year. We believe the variances are a combination of both permanent and timing differences, though as the end of the year approaches, some of the timing differences may become permanent. As presented at the March board retreat, we are expecting operating expenditures to come in approximately $2.5 million below budget for FY2015.

The non-personnel variance items total approximately $2.9 million. Of those variance, roughly $1.1 million are permanent variances, notably for Utilities and Continuing Education instructional costs. The utility savings are due to milder temperatures and lower overall gas prices, as well as the microturbine installation. The Continuing Education savings are due to fewer than budgeted courses being offered, offsetting most of the revenue shortfall in the Economic and Community Development area. The remaining variances are spread across a number of areas including instructional supplies and materials, scholarships, equipment, software contracts, physical plant materials and supplies, etc.

The personnel variance items total approximately $2.0 million attributable to actual vacancies exceeding budgeted vacancies; a reduction in the use of part-time staff throughout the College; and fringe benefit costs trending lower than projected. At this point in the year, we believe that most of the year-to-date personnel variances are permanent savings.

Transfers

Operating Transfers for the year-to-date reflect budgeted annual transfers to the Campus Repair & Maintenance, Deferred Maintenance and Debt Retirement Funds, as well as a half year of activity from

the Fitness Center. A transfer will be recorded in June to reflect Fitness Center activity for the second half of the year.

Non-operating activity

Non-operating activity reflects a transfer from the General Fund to the Unexpended Plant Fund as approved at the March 24, 2015 Board of Trustees meeting. This transfer covers the College's matching requirement for the State of Michigan Community College Skilled Trades Equipment Fund award. Additionally, Unrealized Gains reflect market adjustments to the College's investment portfolio through May 31, 2015, a decrease of $214,000 over the past two months. Typically, we record unrealized gains or losses on a quarterly basis, however, as interest rates are starting to tick upwards, and the gains from earlier in the year are declining, we thought it was important to reflect the impact of those changes on our portfolio.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of May 31, 2015

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
State Aid	13,077,300	9,510,760	9,622,021	111,261
Local Government Taxes	47,500,000	46,012,274	46,609,582	597,308
Tuition Fall	11,244,098	11,244,098	11,524,745	280,647
Tuition Winter	11,059,220	11,059,220	11,051,006	(8,214)
Tuition Spring	4,261,837	4,084,915	4,315,872	230,957
Total Tuition Revenue	26,565,155	26,388,233	26,891,623	503,390
Investment Income	500,000	458,333	408,530	(49,803)
Department Activities	484,000	456,925	369,319	(87,606)
Student Fees	4,432,133	4,328,988	4,287,159	(41,829)
Economic & Community Devl	1,535,000	1,377,817	886,801	(491,016)
Overhead Recovery	310,000	284,167	341,106	56,939
Trade Partnerships	3,121,489	3,032,960	3,132,383	99,423
Other Income	1,225,000	1,116,250	1,185,261	69,011
Total Institutional Revenue	11,607,622	11,055,440	10,610,559	(444,881)
Total Revenues	**98,750,077**	**92,966,707**	**93,733,785**	**767,078**
EXPENDITURES				
Humanities & Social Sciences	11,609,821	10,608,338	10,129,245	479,093
Math, Science & Health	12,952,559	11,804,593	11,952,259	(147,666)
Business & Computer Technologies	6,932,639	6,336,769	6,038,101	298,668
Advanced Technologies & Public Service Careers	7,777,345	7,082,471	6,527,353	555,118
Continuing Education	945,289	806,383	585,027	221,356
Distance Learning	1,174,365	1,098,990	954,472	144,518
Instructional Support	13,684,001	12,441,409	11,311,737	1,129,672
Total Instruction	55,076,019	50,178,954	47,498,194	2,680,760
Student Services	7,508,239	6,863,714	6,429,115	434,599
Scholarships	1,384,941	1,356,293	1,167,253	189,040
Executive Management	1,987,840	1,815,560	1,592,059	223,501
General Admin - Institutional Services	7,295,054	6,255,459	6,764,357	(508,899)
MIS/Computer Services	5,347,329	4,945,938	4,787,000	158,938
Public Relations Development	2,845,357	2,534,537	2,036,459	498,078
Community Services	1,750,876	1,473,877	1,408,567	65,310
Physical Plant Operations	9,490,741	8,666,700	8,194,302	472,398
Utilities	2,400,000	2,071,400	1,749,747	321,653
Equipment	1,511,710	1,304,856	985,379	319,477
Total Non-Instruction	41,522,087	37,288,334	35,114,238	2,174,096
Total Expenditures	**96,598,106**	**87,467,288**	**82,612,432**	**4,854,856**
OPERATING TRANSFERS				
Repair & Maintenance	500,000	500,000	500,000	-
Debt Retirement	2,045,436	2,045,436	2,045,436	-
Health & Fitness Center	(1,393,465)	(669,600)	(669,600)	-
Deferred Maintenance	1,000,000	1,000,000	1,000,000	-
Total Operating Transfers	**2,151,971**	**2,875,836**	**2,875,836**	**-**
Total Expenditures and Operating Transfers	**98,750,077**	**90,343,124**	**85,488,268**	**4,854,856**
Operating Revenue Over Expenditures &Transfers	**-**	**2,623,583**	**8,245,518**	**5,621,934**
OTHER NON-OPERATING ACTIVITY				
Transfer to Unexpended Plant		-	(2,010,685)	(2,010,685)
Unrealized Gain/(Loss) on Investment	-	-	539,579	539,579
Total Revenue over Expenditures & Transfers	**-**	**2,623,583**	**6,774,412**	**4,150,828**

Capital Fund
Project Summary
May 31, 2015

Project Category	Budget	Actuals	Commitment	Balance
Revenues				
UA ITF Integrated Power System	580,920	575,362	-	(5,558)
UA SRB Training Rooms	450,000	187,500	-	(262,500)
State Appropriation CC - STEP Equipment	4,399,634	-	-	(4,399,634)
General Fund	18,844,624	18,844,624	-	-
Total Revenues	$ 24,275,178	19,607,486	-	(4,667,692)
Construction/Repair Projects				
Crane Liberal Arts & Science Building				
System Improvements/Replacements:				
CLASB Electrical Updates	946,627	176,659	503,450	266,518
Total Crane LASB	$ 946,627	$ 176,659	$ 503,450	$ 266,518
Occupational Education Building				
Renovations:				
OEB Exterior Concrete Replacement	214,455	200,084	-	14,371
UA ITF Integrated Power System	873,446	873,446	-	-
Total OEB	$ 1,087,901	$ 1,073,530	$ -	$ 14,371
Morris Lawrence Building				
Renovations:				
MLB Storage Addition	309,529	302,431	-	7,098
Total MLB	$ 309,529	$ 302,431	$ -	$ 7,098
Storage Receiving Building				
Renovations:				
SRB Addition	1,800,000	975,821	816,731	7,448
SRB Training Room	$ 450,000	-	13,850	436,150
Total Storage Receiving Building	$ 2,250,000	$ 975,821	$ 830,581	$ 443,598
Campus Parking Structure				
Campus Parking Structure	$ 12,700,000	$ 12,684,818	$ -	$ 15,182
Total Campus Parking Structure	$ 12,700,000	$ 12,684,818	$ -	$ 15,182
Campus Wide				
System Improvements:				
Classroom & Lab access Control	570,802	536,348	18,699	15,755
CC - Step Equipment	6,410,319	-	782,073	5,628,246
Total Campus Wide	$ 6,981,121	$ 536,348	$ 800,772	$ 5,644,001
Grand Total Construction/Repair Projects	$ 24,275,178	$ 15,749,607	$ 2,134,803	$ 6,390,768
Revenue Over (Under) Expenditures		$ 3,857,879		

Washtenaw Community College
Deferred Maintenance Fund
May 31, 2015

Five Year Priority List at inception of fund - September 2012	$	**12,570,900**
Additional Projects undertaken (not on the original list)		1,270,000
Adjustments to budgets of started or completed projects		1,033,000
Revised Five Year Total	$	**14,873,900**
New projects through 2020		5,420,000
Deferred Maintenance requirement 2012-2020	$	**20,293,900**

Since inception of fund:		
General Fund Transfers	$	6,000,000
Completed projects		(1,598,345)
Projects in process		(4,003,000)
Uncommitted Fund Balance	$	**398,655**

Completed Projects:		Final Cost
Projects completed in prior years	$	1,172,548
Current year completed projects:		
BEB Replace Exterior Soffit & Lighting	$	86,531
HFC Replace Temp Controls		147,919
MLB Masonry Wall Replace/Waterproof		70,019
Total of FY15 completed projects < $50,000 each		121,328
Total Completed	$	**1,598,345**

Projects in Process or scheduled to begin:	Allocated Budget
FY15 Parking Lot Replacement	945,000
CLASB Waterproof Concrete Wall	230,000
OEB Replace Wood Doors	78,000
OEB North Stairs/Sidewalk Replace	80,000
Water Main Repairs FY15	125,000
* FY15 Concrete Replace Campus Wide	60,000
* CLASB Phase 2 Carpet Replace	75,000
CLASB Window & Sill Replacement	450,000
* Deionized Water System	75,000
* CLASB 2nd Fl to SC Storefront Replace	55,000
* CLASB Water Softener Replacement	75,000
GLTC Controls Replacement	105,000
SCB & Bridge Roof Replacement	730,000
SCB Skylight Replacement	520,000
* TIB NE & SE Storefront Replace	160,000
Total of other projects < $50,000 each	240,000
Total in Process	**$ 4,003,000**

* Scheduled; no financial activity as of report date

Additional projects pending for next twelve months	Expected Budget
BEB Boiler Replacement	$ 90,000
HFC Carpet and Flooring Replacement	135,000
OEB Window Replacement	125,000
Maintenance Building HVAC	74,000
MLB DDC Panels Upgrade	135,000
Total of other projects < $50,000 each	151,000
Total Pending	**$ 710,000**

Washtenaw Community College

WCC Active Portfolio
Portfolio Management
Portfolio Summary
May 31, 2015

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 Accounts	2,490,601.04	2,490,601.04	2,490,601.04	9.67%	1	1	0.066	0.067
Federal Agency Coupon Securities	18,947,500.00	18,431,950.88	18,924,498.10	73.46%	5,003	4025	2.676	2.713
Municipal Bonds	4,000,000.00	4,263,465.05	4,346,549.51	16.87%	4,391	4351	3.223	3.268
	25,438,101.04	**25,186,016.97**	**25,761,648.65**	**100.00%**	**4,416**	**3691**	**2.516**	**2.551**

Investments

Total Earnings	Month Ending 5/31/2015	Fiscal Year 2014 - 2015 To Date	Month Ending 5/31/2014	Fiscal Year 2013 - 2014 To Date
Current Year	46,877.54	421,804.47	36,720.35	409,920.24
Average Daily Balance	**25,679,555.24**		**22,619,638.18**	
Effective Rate of Return	**2.15%**		**1.91%**	

	3 Month	6 Month	1 Year
Treasury Yield Curve 5/31/2015	**0.01%**	**0.06%**	**0.26%**
Certificate of Deposit Rate	**0.11%**	**0.17%**	**0.27%**

Reporting period 5/01/2015-5/31/2015

Washtenaw Community College
Office of Facilities Management

June 17, 2015

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Storage and Receiving Building Addition

- Interior finishes are complete.
- Painting and the installation of acoustical ceiling panels is complete.
- Exterior concrete and asphalt paving work is complete.
- Fire protection, and final electrical work will be complete next week.
- Landscaping and trees will be installed in two weeks.
- Facilities departments are preparing to move next week
- Final inspection is scheduled for June 25th for the Certificate of Occupancy.

During the next 30 days the project will be complete; punch list items will be complete; and the existing Campus Services staff will be moved.

Campus Wide Classroom and Lab Access Control Upgrade Project – Phase 2

- SimplexGrinnell has completed the installation of phase 2 upgrade equipment.
- The software programming of the new portion of the system is complete.
- OEB overhead doors extra wiring required to override existing key switches is being installed and the work has been rescheduled for installation.

During the next 30 days the major portions of this project will be substantially complete

SRB UA Training Room Renovations

- The college's final design has been reviewed and approved by the UA staff.
- The prime contracts have been re-bid and are being reviewed.
- Contracts are being awarded and submittals are being reviewed.
- Work will commence after our Campus Service Department moves into the new addition.

During the next 30 days we will award all the construction contracts; complete submittal review; and begin minor demolition after Campus Services moves into the new addition.

CLASB Electrical System Upgrades

- All switchgear equipment and transformers have been set in place and has been energized.

- The electrical contractor for the project has substantially completed its work.
- The temporary construction fence on the north, west and south side of the CLASB remains in place for the upcoming window replacement project.
- The 1,000 kW temporary generator has been removed from the site.
- The new UPS and substation replacement is 98% complete. The project will require one more four hour shutdown.

During the next 30 days the project's punch list will be complete and project will be closed out.

Deferred Maintenance Schedule Update

1.	BEB Soffit and Lighting Replacement *Budget=$86,533.00; actual = $81,257*	*Complete*
2.	HFC AHU#3 Controls Replacement *Budget=$37,000*	*Replacement work is in progress*
3.	CLASB Waterproof Concrete Wall *Budget=$230,000; actual = $222,066*	*Complete, except for re- planting*
4.	GLRTC Controls upgrade *Budget= $105,000.00*	*Controls work is in progress and 90% complete.*
5.	SCB & Bridge Roof Replacement *Budget=$730,000*	*Construction contracts have been awarded; materials ordered*
6.	FY15 Parking Lot(s) Replacement *Budget=$945,000*	*Paving contract awarded; removal of asphalt in Lot #3, MLB loading dock, and OEB Auto entrance complete.*
7.	POB Roofing and Siding Replacement *Budget = $45,000*	*Owners' review complete*
8.	CLASB Window &Sill Replacement *Budget=$450,000*	*Recommended for Board action on 6/23/2015*
9.	CLASB Deionized Water system Replacement *Budget=$75,000*	*Procurement contract has been issued*
10.	OEB Temperature Controls upgrade *Budget = $25,000*	*Contract Stage*
11	Water Main Replacement *Budget = $100,000; Actual Cost to date = $64,371*	*Portions of 12" water main replaced near POB is complete.*
12.	MLB Expansion Joint Replacement *Budget=30,000*	*Complete*
13.	SCB Skylight Replacement *Budget = $520,000*	*Construction contract has been issued; shop drawing approval complete.*

Campus Repair & Maintenance Projects Update

1.	Surgical Tech Program Renovations *Budget=$225,000 Actual cost to date $127,983.61*	*Complete*
2.	Science Lab Seating Replacement *Budget=$105,000 Actual to Date = $32,000*	*Phase 2 complete*
3.	GMB 300 Dean/Sectary office Renovations *Budget = $25,000; actual = $16,250.14*	*Complete*
4.	MLB 104 Lobby Furniture Upgrades *Budget=$40,000 Actual Cost to date = $5,900.00*	*Complete*
5.	BEB Student Study Area Furnishings Upgrades *Budget=$45,000*	*Complete*
6.	Exterior Emergency Phone Expansion *Budget=$68,000 Actual Cost to Date $25,093.76*	*Phones have been installed and await programming*
7.	GLRTC GL 200 Conference Room Renovations *Budget= $47,000*	*Punchlist items complete*
8.	Entrepreneurship Center at POB *Budget = $30,000 Actual Cost = $24,497.72*	*Complete*
9.	GLRTC GL 112 Lab/Classroom Renovations and Micro-turbine Installation *Budget=$112,500*	*Complete*
10.	CLASB First Floor Mold & Asbestos Remediation *Budget = $250,000 Actual Cost to date$ 141,459.20*	*Phase one complete*
11.	WTMC Office Renovations *Budget = $50,000*	*In Design*
12.	GLRTC Office Renovations *Budget = $50,000*	*Under construction*

Construction Contracts issued in the past 30 days exceeding $20,000

1. ACP, Inc. $71,869.00; CLASB Window Replacement
2. Safway Services, $54,530.00; SCB Roof Replacement - Scaffolding
3. Siemens Industry $53,381.00; BEB Retro-commissioning
4. 21st Century Salvage $59,400.00; CLASB Window Replacement - Demo

TAB I

Washtenaw Community College

Professional Services Plan for the Year Ended June 30, 2015

May 22, 2015

Rehmann

This report is intended solely for the information and use of the Board of Trustees and management of Washtenaw Community College, and is not intended to be and should not be used by anyone other than these specified parties.

NEXIA INTERNATIONAL

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Appendix:

A. Copy of the Washtenaw Community College Audit Engagement Letter

Scope of Services

Rehmann is committed to providing, in a highly professional manner, assurance services to ***Washtenaw Community College*** (the "College"). As situations change, our Firm stands ready to expand or revise the scope of our projects for which we are retained. We understand the current scope of assurance services to be as follows for the year ending June 30, 2015:

A. We have been engaged to perform an audit of the statement of net position of Washtenaw Community College and its discretely presented component unit as of June 30, 2015, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ending. These financial statements, prepared by management with oversight of those charged with governance, are expected to be presented on a comparative basis with 2014. The required supplemental information required by generally accepted accounting principles will be subjected to certain limited procedures, but will not be audited. The document we will submit will also include the following information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements, and for which our auditors' report will disclaim an opinion:

   - Combining statements of net position - all fund types
   - Combining statement of revenues, expenses, transfers and changes in net position

   We will also submit a separate document that will include the schedule of expenditures of federal awards that will be subjected to the auditing procedures applied in our audit of the basic financial statements.

   We are to conduct our audit of the College in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We are not expecting any scope limitations or any other matters that would cause us to issue anything other than an unmodified opinion on the financial statements.

B. At the conclusion of the audit we will issue a letter to communicate certain matters to those charged with governance of the College in accordance with the requirements of AU-C Section 260, *The Auditor's Communication With Those Charged With Governance*. Additionally, in accordance with AU-C Section 265, *Communicating Internal Control Related Matters Identified in an Audit*, we will communicate internal control-related matters, if any, noted in our audit. We will affirmatively report such matters to the College's Board of Trustees or to management, as appropriate.

Due Dates

College

- *No later than September 8, 2015* - Draft report on the financial statements and supplementary information of the College and its discretely presented component unit and federal awards audit of the College for the year ended June 30, 2015 provided to management for their review and comments.

- *No later than September 8, 2015* - Draft of communications to those charged with governance for the College provided to management for their review and comments as follows:

    - Communications required by AU-C Section 260.
    - Communications of internal control related matters (AU-C Section 265).

  These communications are expected to be made in writing in a single document.

- *September 11, 2015* - Draft reports on the fiscal 2015 financial statements and supplementary information of the College and its discretely presented component unit will be discussed with management, and revised final draft reports will then be provided to the Board Treasurer by September 15, 2015 and discussed on September 16, 2015.

- *September 22, 2015* - Final draft reports on the fiscal 2015 financial statements and supplementary information of the College and its discretely presented component unit, the federal awards audit, and the letter to those charged with governance will be presented to the Board of Trustees (these drafts will be distributed to the Board of Trustees no later than September 17, 2015).

- *October 9, 2015* - Final reports issued for the College.

- *October 27, 2015* - Final reports on the fiscal 2015 financial statements and supplementary information of the College and its discretely presented component unit, the federal awards audit, and the letter to those charged with governance will be presented to the Board of Trustees (final reports will be distrubuted to the Board of Trustees no later than October 22, 2015).

- *No later than the earlier of March 31, 2016 or 30 days from the issuance of the Federal Awards Audit Report* - Submission of Federal awards audit reporting package to the Federal Clearinghouse, U.S. Department of Education and to pass-through entities.

Timing of Services

A. Audits of the College's Financial Statements and Federal Awards Programs:

- *As of June 30, 2015* - Verification of cash, investments, debt, and selected accounts receivable and revenues
- *Week of June 1, 2015* - Planning and interim audit fieldwork
- Week of August 3, 2015 - Single audit fieldwork and testing of the Student Financial Aid programs
- *Weeks of August 24 and 31, 2015* - Final audit fieldwork

Key Audit and Accounting Considerations

A. "Those Charged with Governance" as defined in AU-C Section 260 is as follows: "Those charged with governance means the person(s) with responsibility for overseeing the strategic direction of the entity and obligations related to the accountability of the entity. This includes overseeing the financial reporting process. In some cases, those charged with governance are responsible for approving the entity's financial statements (in other cases management has this responsibility). For entities with a board of directors, this term encompasses the term board of directors or audit committee used elsewhere in generally accepted auditing standards."

B. An independent auditor's objective in an audit is to obtain sufficient appropriate evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or irregularities. The existence of that risk is implicit in the audit report phrase, "in our opinion."

C. The concept of materiality is inherent in the work of an independent auditor. An independent auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote. For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting and financial reporting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

D. We will verify cash, investments, debt, and selected accounts receivable and revenues of the College as of June 30, 2015.

E. We will document our understanding of the College's internal control over financial reporting based on interviews of personnel and perform "walk-throughs" of key controls to confirm that they are functioning as described. We will not be performing detail tests of the internal controls to enable us to express an opinion on the effectiveness of the College's internal control over financial reporting or any part thereof and, accordingly, we will not express such an opinion.

F. We will be performing analytical review procedures as a means of assisting in planning our final audit procedures and as an overall review of the financial information in the final review stage of the audit process.

G. We will be performing certain procedures in accordance with AU-C Section 240, *Consideration of Fraud in a Financial Statement Audit*, in order to obtain reasonable assurance that the financial statements are free from material misstatement due to fraud.

H. We will test and document the College's analysis of the impairment of investments and other assets, if any.

I. We will perform other tests and procedures as deemed necessary in the circumstances.

J. We will be requesting the College's legal counsel to respond in writing to our standard inquiry letter regarding any current, pending, or threatened litigation of which they are aware.

K. We will be obtaining from management of the College a customary, written representation letter at the conclusion of the audit engagement.

L. We expect that the College's major federal programs will at least include the Student Financial Assistance Program Cluster for the year ending June 30, 2015. The final determination of the College's major programs for fiscal 2015 will be made upon receipt of the initial draft of the Schedule of Expenditures of Federal Awards from management during planning and preliminary fieldwork.

Selected New Accounting Pronouncements

Below are pronouncements that are applicable to the College now or in the near future:

GASB 68 ■ Accounting and Financial Reporting for Pensions
Effective 06/15/2015 (your fiscal year 2015)

This standard establishes new requirements for governments to report a "net pension liability" for the unfunded portion of its pension plan. Governments that maintain their own pension plans (either single employer or agent multiple-employer) will report a liability for the difference between the total pension liability calculated in accordance with GASB 67 and the amount held in the pension trust fund. Governments that participate in a cost sharing plan will report a liability for their "proportionate share" of the net pension liability of the entire system.

Historically, governments have only been required to report a net pension obligation to the extent that they have not met the annual required contribution (ARC) in any given year. Upon implementation of this standard, governments will be required to report a net pension liability based on the current funded status of their pension plans. This liability would be limited to the government-wide financial statements and proprietary funds. Changes in this liability from year to year will largely be reflected on the income statement, though certain amounts will be deferred and amortized over varying periods.

GASB 68 also requires more extensive note disclosures and required supplementary information, including 10 years of historical information. The methods used to determine the discount rate (the assumed rate of return on plan assets held in trust) are mandated and must be disclosed, along with what the impact would be on the net pension liability if that rate changed by 1% in either direction. Other new disclosure requirements include details of the changes in the components of the net pension liability, comparisons of actual employer contributions to actuarially determined contributions, and ratios to put the net pension liability in context. For single-employer and agent multiple-employer plans, the information for these statements will come from the annual actuarial valuation. For cost sharing plans, this information will be derived from the financial reports of the plan itself, multiplied by the government's proportionate share of plan.

GASB 68 is only applicable to pension plans. However, the GASB has announced its intent to issue similar standards for other postemployment benefits (e.g., retiree healthcare) on a two to three year delay from these standards. Due to the position with MPSERS, the College will be impacted.

GASB 71 ■ Pension Transition for Contributions Made Subsequent to the Measurement Date
Effective with the Implementation of GASB 68

This standard is an amendment to GASB 68, and seeks to clarify certain implementation issues related to amounts that are deferred and amortized at the time GASB 68 is first adopted. It applies to situations in which the measurement date of an actuarial valuation differs from the government's fiscal year.

Due to the position with MPSERS, the College will be impacted.

GASB 72 ■ Fair Value Measurement and Application
Effective 06/15/2016 (your fiscal year 2016)

This standard defines "fair value" as the price that would be received to sell an asset in an orderly transaction between market participants (an "exit price"). Fair value measurement is currently applied principally to investments, which GASB 72 does not change. However, it does introduce specific methods for measuring fair value when a market price is not readily available, and establishes a 3-level hierarchy of fair value that is disclosed in the footnotes, based on the presence or absence of observable market inputs.

Management will need to evaluate the potential impact that this standard will have on the College.

2 CFR 200 ■ Uniform Guidance for Federal Awards
Cost Principles Effective 12/26/2014 (during your fiscal year 2015); Single Audit Requirements Effective 12/26/2015 (your fiscal year 2016)

The Office of Management and Budget (OMB) has consolidated seven separate circulars (including administrative requirements, cost principles, and audit requirements) into a single federal regulation. The new Uniform Guidance covers all aspects of federal grants from pre-award through the single audit. While much of the guidance was simply reorganized and recodified, there were also several substantive changes to the single audit thresholds. A single audit will now only be required if total expenditures of federal awards exceed $750,000 (up from $500,000). The OMB has indicated that further changes to the single audit will be announced in 2015.

In addition, the Uniform Guidance now explicitly requires grant recipients to have sound internal controls that are consistent with the COSO framework and documented procedures for grant administration. Rehmann is available to assist grant recipients in developing/documenting these policies and procedures in compliance with the new requirements.

Rehmann Key Contacts

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Appendix A - College Audit Engagement Letter

Rehmann

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April 7, 2015

Mr. William L. Johnson
Vice President and CFO
Washtenaw Community College
4800 E. Huron River Drive, Box D-1, Building SC237
Ann Arbor, Michigan 48105

We are pleased to confirm our understanding of the services we are to provide ***Washtenaw Community College*** (the "College") for the year ended June 30, 2015. We will audit the financial statements of the business-type activities and the discretely presented component unit, including the related notes to the financial statements, which collectively comprise the basic financial statements of the College as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the College's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the College's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the College's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards

Audit Objectives

The objective of our audit is the expression of opinions as to whether the College's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit of the College's financial statements does not relieve management or those charged with governance of their responsibilities. The objective also includes reporting on -

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and with OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We will issue a written report upon completion of our audit of the College's financial statements. Our report will be addressed to the Board of Trustees of the College. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our audit report. If our opinions on the financial statements or the Single Audit compliance opinion are other than unmodified, we will discuss the reasons with management in advance. If circumstances occur and come to our attention related to the condition of the College's records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, or we become aware that information provided by the College is incorrect, incomplete, or otherwise unsatisfactory which in our professional

judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote. For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting and financial reporting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we may assist with preparation of the College's financial statements, schedule of expenditures of federal awards, and related notes. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedule of expenditures of federal awards and that management has reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Management agrees to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of these or other nonattest services performed by our Firm; and understand and accept responsibility for the results of such services.

Management is responsible for designing, implementing, and maintaining effective internal controls, including internal controls over compliance, and for ongoing monitoring activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. Management is also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with an acceptable financial reporting framework, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is responsible for determining, and has determined, that the applicable and appropriate financial reporting framework to be used in the preparation of the College's financial statements is accounting principles generally accepted in the United States of America (GAAP).

Management is also responsible for making all financial records and related information available to us, and for ensuring that financial information is reliable and properly recorded. Management is also responsible for providing us with (1) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request from management for the purpose of the audit, and (3) unrestricted access to persons within the College from whom we determine it necessary to obtain audit evidence.

Management's responsibilities also include identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

We understand that management will provide us with such information required for our audit, including a reasonably adjusted trial balance, and that management is responsible for the accuracy and completeness of that information. Assistance provided by our Firm in the preparation of a reasonably adjusted trial balance is considered an additional billable service.

We will advise management and the Board of Trustees, as necessary, about appropriate accounting principles and their application and may assist in the preparation of the College's financial statements, but the responsibility for the financial statements remains with management with oversight by those charged with governance. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to the College's financial statements. Management is responsible for reviewing the entries, understanding the nature of any proposed entries and the impact they have on the financial statements, and the implications of such entries on the College's internal control over financial reporting. Further, the College is responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these services.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the College involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud, suspected fraud or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the College complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the conclusion of fieldwork.

Management is responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. Management agrees to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. Management also agrees to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (a) management is responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (b) that management believes the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, that is presented fairly in relation to the basic financial statements. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (a) management is responsible for presentation of the supplementary information in accordance with GAAP; (b) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report, and for the timing and format for providing that information.

During the course of our engagement, we will request information and explanations from management regarding the College's operations, internal control over financial reporting, various matters concerning fraud risk, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written management representation letter.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the College or to acts by management or employees acting on behalf of the College. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the

appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the College's attorneys as part of the engagement, and they may bill the College for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from management about the financial statements and related matters.

We have advised the College of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets) not withstanding our obligations per the Single Audit Amendments of 1996 and OMB Circular A-133. We can, as a separate engagement, perform extended procedures specifically designed to potentially detect defalcations. Management acknowledges that the College has not engaged us to do so and does not wish us to do so at this time.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the College and its business environment, including internal control over financial reporting sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures that are appropriate in the circumstances. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control, or to identify significant deficiencies or material weaknesses in internal control, or to express an opinion on the effectiveness of internal control over financial reporting. However, during the audit, we will communicate to the appropriate level of management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards* and OMB Circular A-133. These matters refer to significant matters related to the financial statement audit that are, in our professional judgment, relevant to the responsibilities of those charged with governance in overseeing the College's financial reporting process. When applicable, we are responsible for communicating certain matters required by laws or regulations, or by additional requirements that may

be applicable to this engagement. Auditing standards generally accepted in the United States of America do not require the independent auditor to design or perform procedures for the purpose of identifying other matters to communicate with those charged with governance. Management is responsible for assessing the implications of and correcting any internal control-related matters brought to the College's attention by us.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the College's compliance with provisions of applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the College's major programs. The purpose of those procedures will be to express an opinion on the College's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

The not-to-exceed fee for the audit of the financial statements will be $58,000. If the College has more than two major programs tested in the single audit, a fee of approximately $5,000 will be charged for each additional program.

Our invoices for these fees are due and payable as follows:

May 15, 2015	$ 17,400
July 15, 2015	17,400
August 15, 2015	17,400
September 15, 2015	5,800
Total	**$ 58,000**

The College will also be billed for our out-of-pocket costs such as report production, postage, travel, overhead technology costs, etc. (not to exceed $2,000 in total for both the College and the WCC Foundation combined). This fee is based on the assumption that unexpected circumstances will not be encountered during the audit. This fee is based on anticipated cooperation from College personnel, continued readiness and proactive assistance on their part in providing us with complete and accurate information (whether financial or nonfinancial in nature) considered necessary by us to form an appropriate opinion, and the assumption that unexpected circumstances will not be encountered during the audit. Such circumstances include, but are not necessarily limited to significant addition or deletion of funds, component units or related entities. In addition, the fee above assumes management will analyze and maintain appropriate support for significant valuation assertions embodied in the financial statements.

If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time. In these circumstances, we may also issue a change order form (an attached example is provided).

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with management the electronic submission and certification. If applicable, we will provide copies of our reports for the College to include with the reporting package the College will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Rehmann and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or grantor agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. If requested, access to such audit documentation will be provided under the supervision of Rehmann personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through College. If we are aware that a federal awarding agency, pass-through College, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Our audit engagement ends on delivery of our audit report to the Board of Trustees at the Regular Board meeting. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we provide the College with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our 2014 peer review report accompanies this letter.

This engagement letter and the attached Rehmann Audit Engagement Letter Terms reflect the entire understanding between us relating to the audit services covered by this agreement. This agreement may not be amended or varied except by a written document signed by both parties. It replaces and supersedes any previous proposals, correspondence, and understandings, whether written or oral. The agreements of the College and Rehmann contained in this document shall survive the completion or termination of this engagement. If any term hereof is found unenforceable or invalid, this shall not affect the other terms hereof, all of which shall continue in effect as if the stricken term had not been included.

We appreciate the opportunity to be of service to the College and believe the arrangements outlined above and in the attached Rehmann Audit Engagement Letter Terms accurately summarize the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement, please sign the enclosed copy of this document and return it to us.

Rehmann Lohan LLC

Michelle R. Fowler, CPA
Principal
Executive responsible for supervising the engagement and signing our report

ACKNOWLEDGED AND ACCEPTED:

This letter correctly sets forth the understanding of ***Washtenaw Community College***.

Officer Signature

William L. Johnson

Printed Name

VP & CFO

Title

4/23/15

Date

Rehmann Audit Engagement Letter Terms

ADDITIONAL SERVICES - The College may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with management regarding the scope of the additional services and the estimated fees. We also may issue a change order form (an attached example is provided), or a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

CODE OF CONDUCT - Management is responsible for identifying any violations by employees of the College's code of conduct.

CHANGES IN STANDARDS, LAWS AND REGULATIONS - We perform services for the College based on present professional standards, laws and regulations. While we may on occasion be able to communicate with management with respect to changes in professional standards, laws and regulations, as a general principle we cannot undertake with clients to advise them of every change that may occur. The College can always obtain reassurance in this regard by contacting us for an updated review of the College's situation.

MANAGEMENT'S REPRESENTATIONS - The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, misleading, incomplete or omitted representations could cause us to expend unnecessary efforts or could cause material error or a fraud to go undetected by our procedures.

CLIENT ASSISTANCE - We understand that the College's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate and refile any documents selected by us for testing. In addition, management will provide us with copies of all minutes and other documents that we believe may have a bearing on our evaluation of the College's financial affairs.

WORK SPACE - The College shall provide reasonable work space for Rehmann personnel at audit work sites, as well as occasional clerical support services. The College understands that Rehmann's performance is dependent on the College's timely and effective satisfaction of its own activities and responsibilities in connection with this engagement, as well as timely decisions and approvals by College personnel.

ACCURACY AND COMPLETENESS OF INFORMATION - Management agrees to ensure that all information provided to us is accurate and complete in all material respects, contains no material omissions and is updated on a prompt and continuous basis. In addition, management will also be responsible for obtaining all third-party consents, if any, required to enable Rehmann to access and use any third-party products necessary to our performance.

EMAIL - The College acknowledges that (a) Rehmann, the College and others, if any, participating in this engagement may correspond or convey documentation via Internet e-mail unless the College expressly requests otherwise, (b) no party has control over the performance, reliability, availability, or security of Internet e-mail, and (c) Rehmann shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail due to any reason beyond Rehmann's reasonable control.

OFFERS OF EMPLOYMENT - Professional standards require us to be independent with respect to the College in the performance of our services. Any discussions that management has with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that management inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement letter and for one (1) year after its termination, solicit for hire as an employee, consultant or otherwise any of the other party's personnel without such other party's express written consent. If the College desires to offer employment to a Rehmann associate and the associate is hired in any capacity by the College, a market-driven compensation placement fee may apply.

ADDITIONAL FEES AND BILLING POLICIES - It must be understood that the nature of our engagement requires us to exercise our independent professional judgment with respect to various auditing, accounting and related issues. In reaching our conclusions, we must retain the right to judge the nature and scope of the work required in order to conform to professional standards, as well as the work we deem necessary to enable us to reach the conclusions and form the opinions required of us. If our judgment as to the scope of the work required causes us to reassess our estimate of fees for this engagement, we will so advise the College. We reserve the right to refrain from performing additional work (and thereby incurring additional time charges) unless and until the College has confirmed its understanding of, and agreement to, any additional estimated charges.

Our fee estimate is based upon our discussions with management, in which management has disclosed no unusual problems or issues which would require us to conduct an audit of unusual scope or otherwise expend time and effort in excess of that normally anticipated in an engagement of this type. The estimate also assumes that we will have the full cooperation of College personnel, as required, and that there is a reasonable continuity of College personnel familiar with the matters to which our engagement relates. In addition, our fee is based on the experience level of our personnel, at their respective standard hourly rates, performing certain audit procedures at certain timeframes. If we are caused to vary from that planning formula, additional fees will need to be charged to allow for more experienced personnel performing the work, reallocation of our client priority, overtime, etc. Further, management will provide us with the schedules and records that we request (which ordinarily are detailed in a request list in advance of our fieldwork) and that all such schedules and records will be provided to us timely in accordance with the scheduled fieldwork dates, to be mutually agreed upon. If the requested schedules and records are not provided to us in accordance with the scheduled dates and we are unable to continue our work, we will resume our work as soon as the schedules and records are provided to us and our professionals assigned to the engagement again become available.

As a result of well-publicized events, global economic convergence, and the continued evolution of the accounting profession, accounting and auditing standard setters and regulators are continually evaluating the need for changes that may affect the College. Such changes may result in changes in financial reporting and expanding the nature, timing and scope of activities we are required to perform to provide the services discussed in this letter. Proposed changes and shortened deadlines could result in a reduction of the level of assistance and preparedness the College is able to provide. We expect that our clients may continue to look to us to assist them with these changes. To the extent any changes require us to increase the time required to provide the services described in this letter or to complete new tasks required by such changes, we reserve the right to adjust our fees appropriately. We will endeavor to advise the College of anticipated changes to our fees on a timely basis.

In accordance with our Firm policies, work may be suspended if the College's account becomes 30 days or more overdue and will not be resumed until the account is paid in full or we have a definitive payment agreement approved by our Firm administrator in Saginaw, Michigan. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. The College will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Our terms and conditions impose a late charge of 1.5% per month, which is an annual percentage rate of 18%. Balances not paid within 30 days of the receipt of invoice are past due and a late charge of 1.5% will be applied to the entire past due amount.

CLAIMS - Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, the College agrees that, notwithstanding the statute of limitations of

any particular State or U.S. Territory, any claim based on the audit engagement must be filed within 12 months after performance of our service, unless management has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

TERMINATION OF SERVICES - We reserve the right to suspend or terminate services for reasonable cause such as failure to pay our invoices on a timely basis or failure to provide adequate information in response to our inquiries necessary for successful performance of our audit services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed the audit and issued our signed auditors' report. The College is obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

We acknowledge the College's right to terminate our services at any time, and the College acknowledges our right to withdraw at any time, including, but not limited to, for example, instances where, in our judgment, (a) the conditions in the first paragraph of the Audit Objectives section of this letter exist, (b) our independence has been impaired, (c) we can no longer rely on the integrity of management, or (d) management (or the Audit Committee, if applicable) fails to reasonably support our efforts to perform the engagement in accordance with what we believe is necessary to comply with professional standards, subject in either case to our right to payment for charges incurred to the date of termination or resignation.

In the event that we determine to resign, and the College seeks damages allegedly resulting from such resignation, our maximum liability to the College in the event we are held liable because of such resignation shall be limited to the fees actually paid to us for current year audit work performed up to the date of resignation.

REPRODUCTION OF FINANCIAL STATEMENTS - If the College voluntarily intends to publish or otherwise reproduce its financial statements concurrently with the original issuance thereon of our audit report and/or make reference to our Firm name, such as for inclusion in an annual report (such as, for example, in a CAFR), prospectus or similar document, the College agrees to provide us with printer's proofs, drafts, or masters for our review and approval before printing. The College also agrees to provide us with a copy of the final reproduced material for our approval before it is distributed. Fees, if any, for issuance or inclusion of our audit report and/or any other reference to our Firm in such other document, will be based on our standard hourly rates.

If the College decides to include, publish or otherwise reproduce the financial statements and our report thereon at a date subsequent to their original issuance, such as for inclusion in a Preliminary or Official Statement in connection with a sale of bonds or notes, or other securities, or in a prospectus or similar offering or other document (hereinafter referred to as the "document"), our Firm is presumed not to be associated with such document, and we have no obligation to perform any procedures with respect to such document. In these circumstances, the College agrees to include in the document a statement that we have not been engaged to perform and have not performed, since the date of our report being reproduced, any procedures on the financial statements contained in such document or on the unaudited financial or other information contained in the document, or on the document itself. If, however, management or the College's agent (such as an underwriter, bond counsel, financial advisor, etc.) requests our involvement, such as engaging us to prepare a written acknowledgement (sometimes referred to as a "consent" or "agree to include") letter prior to including our audit report in such a document, or engaging us to assist in preparing or reviewing financial or other information contained in such document, our Firm then becomes associated with the document and in accordance with professional standards, we will be required to perform certain limited procedures with respect to this or other unaudited information contained in the document. Fees for reissuance or inclusion of our audit report in such a document will be based on our standard hourly rates. If the College wishes to make reference in such a document to our Firm's role in connection with the purpose of the document, the caption "Independent Auditors" may be used to title or label that section of the document. In accordance with professional standards, the caption "Experts" should not be used, nor should our Firm be referred to as "experts" anywhere in the document.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on the College's Internet Web site, the College understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

INFORMAL ADVICE - As part of our engagement we may provide advice on operating, internal control over financial reporting and other matters that come to our attention. Informal advice is not considered to be a consulting service unless we have entered into a separate engagement.

THIRD PARTY PROCEEDINGS - As a result of our prior or future services to the College, we might be requested to provide information or documents to management or a third party in a legal, administrative, or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to the College as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with this request. For all requests, we will observe the confidentiality requirements of our profession and will notify management promptly of the request.

PEER REVIEW - Our Firm, as well as other major accounting firms, participates in a "peer review" program covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the College may be selected by the other firm for their review. If it is, the other firm is bound by professional standards to keep all information confidential. If management objects to having the work we perform for the College reviewed by our peer reviewer, please notify us in writing.

PROMOTIONAL MATERIALS - The College consents to Rehmann's use of your College name and a factual description of the services to be performed by Rehmann under this agreement in Rehmann's advertising and promotional materials and other proposal opportunities.

Rehmann

Business wisdom delivered.

EXAMPLE CHANGE ORDER

Client: ***Washtenaw Community College*** (the "College")

Date:

Project Description (and estimated completion date, if appropriate):

_____

_____

_____

_____

_____

Estimated Additional Fees: $_____

We believe it is our responsibility to exceed the College's expectations. This Change Order is being prepared because performance by us of the above project and/or additional service efforts was not anticipated in our original Agreement dated _____. The estimated fees for the above project have been mutually agreed upon by the College and Rehmann. It is our goal to ensure that the College is never surprised by the price for any Rehmann service and, therefore, we have adopted the Change Order Policy. The estimated additional amount above is due and payable upon completion of the project described.

If management agrees with the above project description and the estimated fee amount, please authorize and date the Change Order below. A copy is enclosed for the College's records. Thank you for letting us serve the College.

Agreed to and accepted:

_____

Officer Signature

_____

Printed Name

_____

Title

_____

Date

CliftonLarsonAllen

CliftonLarsonAllen LLP
220 South Sixth Street, Suite 300
Minneapolis, MN 55402-1436
612-376-4500 | fax 612-376-4850
CLAconnect.com

SYSTEM REVIEW REPORT

To the Principals of Rehmann Robson LLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Rehmann Robson LLC, a member of The Rehmann Group (the Firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations (Service Organizations Control (SOC) 1 and 2) engagements.

In our opinion, the system of quality control for the accounting and auditing practice of Rehmann Robson LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Rehmann Robson LLC has received a peer review rating of *pass*.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Minneapolis, Minnesota
August 14, 2014

Board of Trustees
Washtenaw Community College

TAB I

DRAFT

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Approval of 2015-2016 Program Proposals from 3+1 Articulation Agreements

Date

June 23. 2015

RECOMMENDATION

That the Board of Trustees approves the 2015-2016 program proposals from 3+1 articulation agreements as submitted.

WCC – Associate in Arts in Business and Ferris State University – Bachelor of Science in Business Administration – Professional Track

WCC – Associate in Science in Math and Science (Biology/Pre-Medicine Concentration) and Madonna University – Bachelor of Science in Forensic Science

WCC – Associate in Applied Science in Culinary & Hospitality Management and Madonna University – Bachelor of Science in Hospitality & Tourism Management

WCC – Associate in Arts in Journalism and Madonna University – Bachelor of Arts in Journalism and Public Relations

WCC - Associate in Arts in Liberal Arts Transfer and Eastern Michigan University – Bachelor of Arts or Bachelor of Science with a Major or Minor in Women's and Gender Studies

WCC- Associate in Arts in Construction Management and Eastern Michigan University – Bachelor of Science in Construction Management

WCC - Associate of Applied Science in Graphic Design, Photographic Technology or Web Design and Development and Eastern Michigan University – Bachelor of Science in Communication Technology

Prepared by: Dr. Bill Abernethy
Title: Interim Vice President for Instruction

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

3 + 1 Articulation Agreement Degree Program

Washtenaw Community College – Associate in Arts in Business
And
Ferris State University – Bachelor of Science in Business Administration – Professional Track

General Education/MTA	33 credits
WCC Program Requirements	27 credits
Restricted Electives	30 credits
Total Transfer Credits	**90 credits**

---

3 + 1 Articulation Agreement Degree Program

Washtenaw Community College – Associate in Science in Math and Science (Biology/Pre-Medicine Concentration)
And
Madonna University – Bachelor of Science in Forensic Science

General Education/MTA Requirements	31 credits
WCC Program Requirements	30 credits
Restricted Electives	26 credits
Total Transfer Credits	**87 credits**

---

3 + 1 Articulation Agreement Degree Program

Washtenaw Community College – Associate in Applied Science in Culinary & Hospitality Management
And
Madonna University – Bachelor of Science in Hospitality & Tourism Management

General Education/MTA Requirements	30 credits
WCC Program Requirements	37 credits
Restricted Electives	23 credits
Total Transfer Credits	**90 credits**

---

3 + 1 Articulation Agreement Degree Program

Washtenaw Community College – Associate in Arts in Journalism
And
Madonna University – Bachelor of Arts in Journalism and Public Relations

General Education/MTA Requirements	30 credits
WCC Program Requirements	30 credits
Restricted Electives	30 credits
Total Transfer Credits	**90 credits**

---

3 + 1 Articulation Agreement Degree Program

Washtenaw Community College – Associate in Arts in Liberal Arts Transfer
And
Eastern Michigan University – Bachelor of Arts or Bachelor of Science with a Major or Minor in Women's and Gender Studies

General Education/MTA Requirements	30 credits
WCC Program Requirements	33 credits
Restricted Electives	18 credits
Total Transfer Credits	**84 credits**

---

3 + 1 Articulation Agreement Degree Program

Washtenaw Community College – Associate in Arts in Construction Management
And
Eastern Michigan University – Bachelor of Science in Construction Management

General Education/MTA Requirements	30 credits
WCC Program Requirements	36 credits
Restricted Electives	18 credits
Total Transfer Credits	**84 credits**

---

3 + 1 Articulation Agreement Degree Program

Washtenaw Community College – Associate of Applied Science in Graphic Design, Photographic Technology or Web Design and Development
And
Eastern Michigan University – Bachelor of Science in Communication Technology

General Education/MTA Requirements	30 credits
WCC Program Requirements	42 credits
Restricted Electives	20 credits
Total Transfer Credits	**92 credits**

TAB J

Board of Trustees
Washtenaw Community College

DRAFT

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Board pf Trustee Policy 3031 – Credit for Prior Learning

Date

June 23, 2015

As part of the College's student success initiative, we are proposing an update to the Credit for Prior Learning policy. As detailed in the policy, WCC recognizes that students come to the College with competencies obtained through prior learning experiences such as work experience, previous training, and/or other education. The student's prior learning may be verified through an examination or portfolio review.

The proposed policy changes will allow the College to better meet the needs of adult learners. The requirement that the student has earned a WCC credit prior to posting the credit for prior learning has been removed. This will allow us to assess prior learning and post the appropriate credit prior to a student enrolling in our classes to ensure there is no duplication of credit, i.e., the student enrolling in a course where credit may be earned through prior learning.

The College currently charges a per credit fee for Credit by Examination, however, no fees are charged for portfolio review and credits. The proposed policy will add a fee for the portfolio review process and for the credit posted through that process.

RECOMMENDATION

That the Board of Trustees approve the proposed Policy 3031 – Credit for Prior Learning.

A ROLL CALL VOTE WILL BE TAKEN.

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

Recommended by: Rose B. Bellanca

Rose B. Bellanca, President

PROPOSED CHANGES

3031 – POLICY ON CREDIT FOR PRIOR LEARNING

Policy Statement

Washtenaw Community College recognizes that students come to the College with competencies obtained from prior learning experiences such as work experience, previous training or education, and various forms of self-learning. To receive credit, a prior learning experience must be verified. If such learning is documented and evaluated to be equivalent to college level coursework, it is the College's policy to allow equivalent credit to be granted to the student.

Policy Criteria

1. To receive credit, a prior learning experience must be verified by one or more of the following methods: Credit by examination, portfolio evaluation, or other College-approved technique for evaluating educational experiences that meets state or national criteria. Portfolio evaluation requires the submission of all supporting documentation with a non-refundable evaluation fee. If credit is awarded, the evaluation fee will be credited towards the per credit hour fee.

2. Methods of verifying prior learning that require faculty involvement are to be applied consistently at the department or division level.

3. Credit for prior learning will be evaluated and posted on the student's transcript. ~~only after the student has earned one or more credit hours at WCC.~~

4. Credit earned from prior learning will not apply toward satisfying the minimum credits in residence required for graduation.

5. The College will assess a per credit hour fee for credit by examination~~.~~ and prior learning assessment. ~~Fees for other methods of evaluation of prior learning may be established by the recommendation of the President and approval of the Board of Trustees.~~

Outcomes

Students will be granted college credit for prior learning for which they have proven proficiency. WCC credit will encompass prior learning that, through verification methods, is equated to the outcomes of college course work.

Adopted: July 22, 1997
Administrative Review: May 2002
Proposed: May 2015
(3031)

DRAFT

PROPOSED

3031 – POLICY ON CREDIT FOR PRIOR LEARNING

Policy Statement

Washtenaw Community College recognizes that students come to the College with competencies obtained from prior learning experiences such as work experience, previous training or education, and various forms of self-learning. To receive credit, a prior learning experience must be verified. If such learning is documented and evaluated to be equivalent to college level coursework, it is the College's policy to allow equivalent credit to be granted to the student.

Policy Criteria

1. To receive credit, a prior learning experience must be verified by one or more of the following methods: Credit by examination, portfolio evaluation, or other College-approved technique for evaluating educational experiences that meets state or national criteria. Portfolio evaluation requires the submission of all supporting documentation with a non-refundable evaluation fee. If credit is awarded, the evaluation fee will be credited towards the per credit hour fee.

2. Methods of verifying prior learning that require faculty involvement are to be applied consistently at the department or division level.

3. Credit for prior learning will be evaluated and posted on the student's transcript.

4. Credit earned from prior learning will not apply toward satisfying the minimum credits in residence required for graduation.

5. The College will assess a per credit hour fee for credit by examination and prior learning assessment.

Outcomes

Students will be granted college credit for prior learning for which they have proven proficiency. WCC credit will encompass prior learning that, through verification methods, is equated to the outcomes of college course work.

Adopted: July 22, 1997
Administrative Review: May 2002
Proposed: May 2015
(3031)

Board of Trustees
Washtenaw Community College

DRAFT

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Video Recording Board Meetings Pilot Program

Date

June 23, 2015

RECOMMENDATION

That the Board of Trustees approve a three-month pilot program (from September to November 2015) whereby WCC Board meetings will be digitally video recorded and then later made available to the public for viewing online.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Dr. Kate Thirolf
Title: Chief of Staff

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

Video Recording Board Meetings Pilot Program

As a follow-up to the WCC Board of Trustees' discussions on video recording their Board meetings, the Board will engage in a three-month pilot program whereby Board meetings will be digitally video-recorded then later made available to the public for viewing online.

Purpose

This pilot program will allow the Board to achieve the following:

- To assess the interest and demand in the community for viewing videos of Board meetings via the web
- To gain a better understanding of how the dynamics of Board meetings may or may not change with the addition of a camera in the boardroom

Plan

- WCC Media Services will set up a camera and microphones in ML 150 for digitally recording the Board meetings.
- A sign will be posted outside ML 150 to notify all attendees that the meetings will be recorded.
- Within one week, video recordings of the meetings will be archived on WCC's channel on YouTube. These videos will be embedded on and freely accessible from the Board of Trustees' Meeting Archive pages (http://www.wccnet.edu/trustees/meeting-archive/) located on WCC's website.

Estimated Cost

- Camera and microphones: $0 (already owned by WCC Media Services)
- Posting on WCC's channel on YouTube: $0
- Pre/postproduction: $220 per recording

Assessment of Pilot

- To assess the interest and demand in the community for viewing archived videos of Board meetings via the web, the College will report to the Board on a number of metrics, including the number of unique visits to each meeting's video, the number of times each meeting video was played, the average time that visitors spent watching each meeting video, the location (by state) of the viewership of each video, and a summary of when visitors viewed each video (by day, week, and month).
- In December 2015, to assist with the Board's deliberations, the College will report back to the Board other relevant information about the pilot program, including but not limited to actual costs incurred and any feedback on the pilot program shared by college constituencies.

Board of Trustees
Washtenaw Community College

TAB K

ACTION

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

Subject

Reappointments to the Washtenaw Technical Middle College (WTMC) Board of Directors

Date

June 23, 2015

RECOMMENDATION

That the WCC Board of Trustees approve the WTMC Board of Directors reappointments of Mr. R. Griffith McDonald for a term of three years, ending April 30, 2018; M. William Johnson for a term of three years, ending April 30, 2018; and Mr. Frederick McDonald for a term of three years, ending April 30, 2018.

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

Recommended by: Stuart White
Chair, Board of Directors
Washtenaw Technical Middle College

Board of Trustees
Washtenaw Community College

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

TAB L

ACTION

Subject

CLASB Window Replacement Contract Award

Date

June 23, 2015

RECOMMENDATION

That the Board of Trustees approve a construction contract with Calvin & Company, Inc., of Flint Michigan, as glazing contractor for the CLASB First Floor Window Replacement Project, for an amount not to exceed $144,000; contingent upon the College administration obtaining a satisfactory contract with the firm.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Damon B. Flowers
Title: Vice President
Facilities, Grounds, and Campus Safety

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

Board of Trustees
Washtenaw Community College

TAB M

ACTION

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

Subject

SCB Roof Replacement Project Carpentry Contractor Contract Award

Date

June 23, 2015

RECOMMENDATION

That the Board of Trustees approve a construction contract with Acoustical Ceiling and Partition, Inc., of Ann Arbor Michigan, as carpentry contractor for the SCB Roof Replacement Project, for an amount not to exceed $107,580.00; contingent upon the College administration obtaining a satisfactory contract with the firm.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Damon B. Flowers
Title: Vice President
Facilities, Grounds, and Campus Safety

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

Board of Trustees
Washtenaw Community College

TAB N

ACTION

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

Subject	Date
CLASB Precast Concrete Sill Replacement Contractor Contract Award	June 23, 2015

RECOMMENDATION

That the Board of Trustees approve a construction contract with Royal Restoration & Waterproofing, Inc., of Livonia Michigan, as precast contractor for the CLASB First Floor Precast Concrete Sill Replacement Project, for an amount not to exceed $136,252.00; contingent upon the College administration obtaining a satisfactory contract with the firm.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Damon B. Flowers
Title: Vice President
Facilities, Grounds, and Campus Safety

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