Washtenaw Community College

Office of the President

# SEPTEMBER 21, 2015
# MONTHLY MEETING OF
# THE BOARD OF TRUSTEES

On **September 21, 2015**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in Room 101, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

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

**WASHTENAW COMMUNITY COLLEGE**
**MONTHLY MEETING OF THE BOARD OF TRUSTEES**
**6:00 P.M. - SEPTMBER 21, 2015**
**ROOM 101, MORRIS LAWRENCE BUILDING**
**4800 Huron River Drive, Ann Arbor, Michigan**

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

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

July 28th Monthly Meeting and June 9th and June 23rd Closed Sessions

**III. CITIZEN PARTICIPATION**

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

**IV. SPECIAL REPORTS**

A. Six Institutional Initiatives
B. Presentation on the Local Strategic Value Document
C. Affirmative Action Report
D. Diversity and Inclusion Update

**V. REPORTS**

A. Monthly Reports
   1. WCC Foundation Report
   2. Personnel Recommendations **(Action)**…… **Tab B**
   3. Financial Reports (Year End – June 2015) **(Action)**……**Tab C**
   4. Facilities Development Report **(Action)**…… **Tab D**

**VI. REMARKS**

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

**VII. NEW BUSINESS**

A. Discussion
   1. Receipt of the Draft Audit Report……**Tab E**
   2. Approval of 2015-16 Program Proposals from 3 + 1 Articulation Agreements……**Tab F**
   3. 2017 - 2021 WCC Capital Outlay Plan……**Tab G**
   4. CC STEP Grant Capital Equipment Purchases (Phase 1) ……**Tab H**
B. Action Item
   1. Resolution Regarding Section 230 of Public Act 85 for 2015 **(Action)**……**Tab I**

**VIII. OLD BUSINESS**

A. Discussion
   1. Proposed update to Board of Trustee Policy 6020 - Banking (*2nd Reading)* ……**Tab J**

**IX. ADJOURNMENT OF MONTHLY MEETING**

TAB A

**Board of Trustees**
Washtenaw Community College

**ACTION**

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

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Subject
July 28th Monthly Meeting
June 9th and June 23rd Closed Sessions

Date
September 21, 2015

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**RECOMMENDATION**

That the Board of Trustees approve the minutes of July 28th Monthly Meeting, June 9th and June 23rd Closed Sessions as submitted.

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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, JULY 28, 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 July 28, 2015 at 6:00 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 July 28 Monthly Meeting agenda. 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 June 23rd Monthly Meeting. The motion was adopted.

**CITIZEN PARTICIPATION**

**Citizen Participation**

WCC Education Association

WCC Education Association

Ms. Maryam Barrie, WCCEA President and English faculty member spoke about the correspondence the college received from HLC.

Ms. Barrie also spoke about the HLC policy change in regards to faculty qualifications. She mentioned her appreciation for the early notification and President Bellanca's plans to solve this issue collaboratively with the WCCEA.

Public Comment

Public Comment

There were no public comments.

Written Communications

Written Communications

There were no written communications received.

**SPECIAL REPORTS**

**SPECIAL REPORTS**

Recognition of Roland Gainer

Recognition of Roland Gainer

State Representative Adam Zemke recognized WCC student Roland Gainer for his outstanding community service. Mr. Gainer was presented with a tribute signed by Governor Snyder, State Representative Adam Zemke and State Representative Rebekah Warren. Roland is responsible for raising over $102, 000. 00 for a community member diagnosed with a terminal illness.

IGNITE Grant Update

Ms. Michelle Mueller, Vice President of Economic, Community & College Development briefed the Board on the progress of the IGNITE Grant WCC received from the US Department of Labor and the benefits it has provided to the college.

Ms. Kimberly Hurns, Dean of Business and Computer Technologies informed the Board on the professional development opportunities the IGNITE grant has afforded faculty.

Mr. Joshua Horawitz spoke about his positive experience with the IGNITE Grant.

IGNITE Grant Update

Parkridge Community Center Report

Ms. Monique James, Associate Executive Director of Economic and Community Development thanked the Board for touring the center. Ms. James spoke about the numerous programs WCC offers to the community at Parkridge. WCC at Parkridge serves over 700 people annually.

Parkridge Community Center Report

Harriet Street Center Report

Ms. Madelyne Bernard-Diab, Employment Service Manager talked about the numerous ways the center assists the community with gaining employability. She also mentioned how Harriet Street Center helps community members begin their higher education journey beginning with obtaining their GED.

Harriet Street Center Report

HLC Update

Ms. Julie Morrison, Executive Director of Institutional Effectiveness, Planning, and Accreditation briefed the Board on the correspondence received by HLC in response to the complaint filed by the WCCEA. The letter confirmed WCC is not out of compliance, nor has any accreditation issues. The complaint is considered closed by HLC.

Ms. Morrison also spoke about the HLC faculty qualifications change. She also reminded the Board about HLC's accreditation process for programs.

HLC Update

IronWorkers Video Presentation

President Bellanca informed the Board that WCC welcomed over 750 Iron Workers to campus, the largest class yet. She thanked Cristy Lindeman, Patrick Downey and the teams of Vice President Mueller, Flowers, Johnson and Dean Liu for helping make the week a success. President Bellanca mentioned the economic impact of the IronWorkers is over 3 million dollars to the community.

Lastly a video highlighting the week of the IronWorkers was played.

IronWorkers Video Presentation

**MONTHLY REPORTS**

**Monthly Reports**

WCC Foundation Report

WCC Foundation Report

Treasurer Horiszny reminded the Board about the 22nd Annual WCC Foundation Jerry Jernigan Memorial "Drive for Education" Golf Outing on August 17th.

**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.

**Appointment and 2015 - 16 Salary Adjustment for President/CEO (Action)**

**Appointment and 2015 - 16 Salary Adjustment for President/CEO (Action)**

It was moved by Vice Chair McKnight-Morton, seconded by Treasurer Horiszny 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 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.

**2015 - 16 Department Chair Appointments (Action)**

**2015 - 16 Department Chair Appointments (Action)**

It was moved by Vice Chair McKnight-Morton, seconded by Secretary Fleming, that the Board approve the 2015-2016 Faculty Department Chair appointments as listed. The motion was adopted.

**ADVANCED TECHNOLOGIES & PUBLIC SERVICE CAREERS**

| | |
|---|---|
| Automotive Body Repair | **Scott Malnar** |
| Automotive Services | **Allen Day** |
| HVAC | **Mike Kontry** |
| Industrial Technology | **Tom Penird** |
| Motorcycle | **Shawn Deron** |
| Public Services Careers | **Ruth Walsh** |
| Welding/Fabrication | **Glenn Kay II** |

**BUSINESS & COMPUTER TECHNOLOGY**

| | |
|---|---|
| Business | **Julianne Davies** |
| Business Office Systems | **Amy Loskowski** |
| Computer Instruction | **John Trame** |
| Culinary/Hospitality Mgt. | **Carol Deinzer** |

**2015 - 16 Department Chair Appointments (Action)(con't)**

Digital Media Arts **Ingrid Ankerson/Jason Withrow**

**HEALH SCIENCES**
Allied Health **Connie Foster**
Nursing **Mary Burns Coral**

**HUMANITIES, SOCIAL & BEHAVIORAL SCIENCES**
Academic Skills **Denise Crudup**
Behavioral Sciences **Starr Burke**
English/Writing **Carrie Krantz**
Foreign Language **Juan Redondo**
Humanities **Allison Fournier**
Performing Arts **Noonie Anderson**
Social Science **Gregg Heidebrink**

**MATH, SCIENCE, & ENGINEERING TECHNOLOGY**
Life Sciences **Anne Heise**
Mathematics **Lisa Rombes**
Physical Sciences **Kathy Butcher**
Residential Construction **Cristy Lindeman**

**2015 - 16 Part -Time Faculty Wage Rates (Action)**

**2015 – 16 Part -Time Faculty Wage Rates (Action)**

It was moved by Trustee Hatcher seconded by Trustee DeVarti that the Board approve the attached 2015-2016 Part-Time Faculty Wage Rates 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.

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 parking lot paving project. He also noted the SRB renovation is complete. Lastly Mr. Flowers mentioned the SCB roof project will be starting soon and will take an estimated 90 days to complete.

Remarks of Members of the Board of Trustees

Remarks of Members of the Board of Trustees

Chair Landau suggested moving the September 28th Monthly Meeting to Monday September 21st due to the observance of the Jewish Holiday.

Vice Chair McKnight-Morton spoke about her experience at the MCCA Summer Conference where Competency Based Education was highlighted.

President's Remarks

President's Remarks

President Bellanca thanked the Board for renewing and extending her contract. She briefly spoke about the recent MCCA meeting in which

President's Remarks(con't)

Vice Chair McKnight- Morton, Treasurer Horiszny and Trustee Gill were recognized for their years of service as a board member.

**NEW BUSINESS**

**New Business**

Proposed update to Board of Trustee Policy 6020 - Banking *(1st Reading)*

Proposed update to Board of Trustee Policy 6020 - Banking *(1st Reading)*

Vice President and CFO William Johnson briefed the Board about the proposed changes to Board of Trustee Policy 6020.

**Ratification of Washtenaw Community College Education Association Master Agreement (Action)**

**Ratification of Washtenaw Community College Education Association Master Agreement (Action)**

It was moved by Trustee Hatcher, seconded by Secretary Fleming that the Board ratify the proposed three-year agreement effective August 25, 2015, continuing through August 28, 2018, between Michigan Education Association/National Education Association and the Washtenaw Community College Board of Trustees.

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.

**OLD BUSINESS**

**Old Business**

**Approval of 2015-16 Program Proposals from 3 + 1 Articulation Agreements (Action)**

**Approval of 2015-16 Program Proposals from 3 + 1 Articulation Agreements (Action)**

It was moved by Trustee Hatcher, seconded by Secretary Fleming that the Board of Trustees approves the 2015-2016 program proposals from 3+1 articulation agreements as submitted. The motion was adopted.

**Video Recording Board Meetings Pilot Program (Action)**

**Video Recording Board Meetings Pilot Program (Action)**

It was moved by Trustee DeVarti, seconded by Trustee Hatcher that the Board approve a six-month pilot program (from September 2015 to February 2016) whereby WCC Board meetings will be digitally video recorded and then later made available to the public for viewing online.

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 amended motion was adopted.

Amended

**Motion to Adjourn Monthly Meeting (Action)**

## Motion to Adjourn Monthly Meeting (Action)

It was moved by Trustee Gill, seconded by Trustee DeVarti that the Board move into adjourn the Monthly Meeting. The motion was adopted. The monthly meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Christina Fleming
Secretary

Richard Landau
Chair

Amended

**Board of Trustees**
Washtenaw Community College

**TAB B**

**ACTION**

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

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Subject

Personnel Recommendations

Date

September 21, 2015

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**RECOMMENDATION**

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

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

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

# PERSONNEL RECOMMENDATIONS
# September 2015

## Economic & Community Development

**Full Time New Hires**
*Independent Staff*
**Niko Dawson**, Executive Director Economic & Community Development, $93,000 annually

**Part Time New Hires**
*Independent Staff*
**Rodger Brideau**, Trainer, Community Enrichment, $35.00 hourly
**Tobias Dawson**, Trainer, Community Enrichment, $35.00 hourly
**Lisa Headings**, Trainer, Community Enrichment, $35.00 hourly
**Jennifer Marx**, Trainer, Community Enrichment, $25.00 hourly
**Melissa Milton-Pung**, Trainer, Community Enrichment, $35.00 hourly
**Molly Osler,** Trainer, Community Enrichment, $35.00 hourly
**Earleen Wolford**, Trainer, Community Enrichment, $25.00 hourly

**Amy Evans**, Talent Development Manager (Healthcare), Workforce Development, $25.24 hourly
**MaryBeth Zacharias**, Talent Development Manager (Business), Workforce Development, $25.24 hourly

*Support Staff*
**Megan Bennett**, JATC Support Staff, Sprinkler Fitter Program, $13.20 hourly

**Full Time Ending Employment**
**Cory Winter**, Business Development Manager, with less than one (1) year of service

## Facilities Development & Operations

**Full Time New Hires**
*Custodial/Maintenance*
**Scott Rowley**, Security & Fire Alarm Systems Technician, $33.64 hourly

**Full Time Ending Employment**
**Ronald Miller**, Custodian, retirement, with twenty-seven (27) years of service
**Joseph Stacy**, Building Maintenance Worker, retirement, with thirty-four (34) years of service
**Andrew Wardach**, Grounds Maintenance Worker, retirement, with twelve (12) years of service

## Finance/Information Technology

**Part-Time New Hires**
*Independent Staff*
**Guy French**, Helpdesk Specialist, Information Technology, $19.20 hourly
**Mahta Gebremedhin**, Helpdesk Specialist, Information Technology, $19.20 hourly
**Christopher Landau**, Helpdesk Specialist, Information Technology, $19.20 hourly
**Su Pandian**, Helpdesk Specialist, Information Technology, $19.20 hourly

**Full Time Ending Employment**
**Shirley Bartrum**, Accounts Payable Lead Technician, retirement, with fourteen (14) years of service
**Shawn Mikkelson**, Purchasing & Budget Analyst, with eleven (11) years of service

## Foundation

**Full Time Ending Employment**
**Alicia Schuster**, Scholarship & Alumni Coordinator, with eight (8) years of service

## Instruction

**Full-Time New Hires**
*Faculty – Professional*
**DeAnna Gapp**, Nursing, $72,809 annually
**Pamela Tolmoff**, Nursing, $72,809 annually

**Part-Time New Hires**
*Faculty - Classified & Professional Services Personnel*
**Anthony Lessard**, Instructional Laboratory Assistant, Culinary Arts, $18.92 hourly

*Faculty – Professional*
**Debra Butler**, Behavioral Science, $839 per course contact hour
**Gary Gale**, Behavioral Science, $839 per course contact hour
**Cindy Green**, Behavioral Science, $839 per course contact hour
**Stefanie Stauffer**, Behavioral Science, $839 per course contact hour
**Karen Watson**, Behavioral Science, $839 per course contact hour

**Eszter Cukor**, Business, $839 per course contact hour
**Asad Farah**, Business, $839 per course contact hour
**Johnetta Fisher-Brady**, Business, $839 per course contact hour
**Scott France**, Business, $839 per course contact hour
**Augustina Klomega**, Business, $839 per course contact hour
**Geraldine Mann**, Business, $839 per course contact hour
**Laura Zelenka**, Business, $839 per course contact hour

**Michelle Scott**, Business Office Systems, $839 per course contact hour
**Kelly Shew**, Business Office Systems, $839 per course contact hour

**Alaa Al-Makhzoomy**, Computer Information Systems, $839 per course contact hour
**Jonathon Green**, Computer Information Systems, $839 per course contact hour
**Nicole Hutchison**, Computer Information Systems, $839 per course contact hour
**Nanokishor Nema**, Computer Information Systems, $839 per course contact hour
**Maher Rabah-Nasr**, Computer Information Systems, $839 per course contact hour

**Abed Badwan**, Culinary Arts, $839 per course contact hour

**Trisha Dowling**, English, $839 per course contact hour
**Amber Minor**, English, $839 per course contact hour
**Joseph Muller**, English, $839 per course contact hour
**Alejandra Ortega**, English, $839 per course contact hour

**Ghathanfer Al-Kindi**, Humanities, $839 per course contact hour
**Heather Accurso**, Humanities, $839 per course contact hour
**John Edwartowski**, Humanities, $839 per course contact hour
**Jaclyn Novak**, Humanities, $839 per course contact hour

**Larry Croy**, HVACR, $839 per course contact hour

**Ann Brennan**, Life Science, $839 per course contact hour

**Part-Time New Hires – Cont.**

*Faculty – Professional*

**Jeffrey Chludzinski,** Life Science, $839 per course contact hour
**Eric Haynes,** Life Science, $839 per course contact hour
**Siri Ibarguen**, Life Science, $839 per course contact hour
**Susanna Petrosyan**, Life Science, $839 per course contact hour
**Tamara Wrone**, Life Science, $839 per course contact hour

**Brian Baird**, Mathematics, $839 per course contact hour
**Deborah Blanchard**, Mathematics, $839 per course contact hour
**Rula Hashem**, Mathematics, $839 per course contact hour
**Kenneth Kowalski**, Mathematics, $839 per course contact hour
**David Mangan**, Mathematics, $839 per course contact hour

**Cynthia Allison**, Nursing, $839 per course contact hour
**Diane Herter**, Nursing, $839 per course contact hour
**Carmen Johnson**, Nursing, $839 per course contact hour
**Shirley Mata**, Nursing, $839 per course contact hour
**Benjamin Morhan**, Nursing, $839 per course contact hour
**Bernadette Olszewski**, Nursing, $839 per course contact hour
**Lisa Quaine**, Nursing, $839 per course contact hour
**Jessica Sheppard**, Nursing, $839 per course contact hour
**Nicolette Snyder**, Nursing, $839 per course contact hour

**Lucas Joel**, Physical Science, $839 per course contact hour
**Smita Malpani**, Physical Science, $839 per course contact hour
**Meghan Wagner**, Physical Science, $839 per course contact hour

**Mark Maironis**, Political Science, $839 per course contact hour
**Mary Shelly**, Political Science, $839 per course contact hour

**Michelle Broniak**, Public Service Careers, $839 per course contact hour
**Beth Garza**, Public Service Careers, $839 per course contact hour
**Barbara VanLoon**, Public Service Careers, $839 per course contact hour

**Catherine Blaesing**, Radiology, $839 per course contact hour
**Jamie Miros**, Radiology, $839 per course contact hour
**Carlie Klemchalk**, Radiology, $839 per course contact hour
**Lori Miracle**, Radiology, $839 per course contact hour

*Independent Staff*
**Andrew Galicki**, Event/Media Lighting Technician, Learning Resource, $18.64 hourly
**Peter Herold**, Event/Media Video Technician, Learning Resource, $18.64 hourly

*Support Staff*
**Jerri Clayton**, Health Sciences Assistant, Health Sciences, $11.36 hourly

**Full Time Ending Employment**

**Mark Batell**, Professional Faculty Mathematics, retirement, with thirty-one (31) years of service
**Sherry Hubbard,** Professional Faculty, Medical Assisting, with six (6) years of service
**Michael Kontry**, Professional Faculty, HVACR, retirement, with five (5) years of service
**Randy LaHote**, Professional Faculty, Social Sciences, retirement, with twenty-three (23) years of service
**Amy Loskowski**, Professional Faculty, Business Office Systems, with six (6) years of service
**Kozeta Shameti**, JATC 669 Student Support, with seven (7) years of service
**Jennifer VanDaele**, Online Learning Developer TAACCCT Grant, with less than one (1) year of service

## Publications & Marketing

**Full Time New Hires**
*Independent Staff*
**Dunrie Greiling**, Interim Executive Director of Marketing & Web Services, $45,833 (five month appointment)

**Full Time Ending Employment**
**Bryan Freeman**, Executive Director Marketing, with two (2) years of service
**Janet Hawkins**, Associate Director Public Affairs, retirement, with forty-one (41) years of service

## Student & Academic Services

**Part-Time New Hires**
*Faculty - Classified & Professional Services Personnel*
**Brett Snyder**, Counselor, Adult Transitions, $33.97 hourly

*Independent Staff*
**Judith McGovern**, Coordinator of WCC Student Newspaper, Student Activities, $23.14 hourly
**Allegra Recknagel**, Athletic Coach, Student Activities, $2,500 stipend

*Support Staff*
**Mison Ilayan**, Teacher Aide, Children's Center, $11.36 hourly
**Emily Scott**, Teacher Aide, Children's Center, $11.36 hourly
**Andrea Vargas**, Teacher Aide, Children's Center, $11.36 hourly

**Andrea Davis**, Support Staff, Counseling, $11.36 hourly
**Mary Therman**, Support Staff, Counseling, $11.36 hourly

**Senait Dafa**, Tutor, Learning Support Services, $13.20 hourly
**Caleb Fogel**, Tutor, Learning Support Services, $13.20 hourly
**Joseph Schmidt**, Tutor, Learning Support Services, $11.36 hourly
**Benedict Sussman**, Tutor, Learning Support Services, $13.20 hourly

**Emily Buchmiller**, Call Center Worker, Student Connections, $13.20 hourly
**Holly Smith**, Call Center Worker, Student Connections, $13.20 hourly

**Full Time Ending Employment**
**Luciana Lampert**, Childcare Professional, with fifteen (15) years of service
**Christie Pagel**, Lead Testing Center Service Assistant, with three (3) years of service
**Ashley Setaputri**, Childcare Professional, with eight (8) years of service

## 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

| Subject | Date |
|---|---|
| Financial Reports (Year End – June 2015) | September 21, 2015 |

**RECOMMENDATION**

That the Board of Trustees receive the Financial Reports for June 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 of Finance

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

# Financial Narrative

## Fiscal Year 2015

The financial narrative discusses the financial operating performance of Washtenaw Community College for the fiscal year ended June 30, 2015.

Revenue

For the fiscal year ended June 30, 2015, Total General Fund Revenues were $99.1 million, which is $0.4 million, or 0.4 percent, better than the budgeted revenue of $98.75 million.

Revenue from Local Government Taxes was $47.75 million, which was $0.25 million, or 0.5 percent, better than budget. The budget included an estimate for refunds of prior year taxes and reductions to current year taxable values, both of which reduce the total tax revenue for the year. For fiscal year 2015, both of these budgeted reductions to revenue were below expected levels, resulting in the positive revenue variance.

Tuition revenue exceeded budgeted levels by approximately $0.4 million, or 1.5 percent, due to concerted enrollment and retention efforts across campus. For both Fall 2014 and Spring 2015, credit hour enrollment was better than budget; and Winter 2015 enrollment was right at budgeted levels.

Economic and Community Development revenue fell short of its budget by approximately $0.57 million. While the community enrichment offerings exceeded targets, the workforce and contract training activity did not meet expected levels. The negative revenue variance, however, was largely offset by reductions in operating costs, allowing the division as a whole to maintain its budgeted margin levels.

Continued strength in our agreements with skilled trade organizations resulted in a positive variance of $0.25 million in Trade Partnerships revenue; and increased grant activity allowed the College to recover overhead costs that exceeded budgeted levels by $0.18 million. The remaining sources of revenue were largely in line with budgeted targets.

Expenditures

Total Expenditures for the fiscal year were $91.5 million; approximately $5.0 million, or 5.2 percent less than what was budgeted for the year. Of the total variance, $2.2 million was in personnel and $2.8 million was in non-personnel spending. For the year, the College as a whole did an excellent job of managing its resources – meeting the needs of the students and the community, while being fiscally responsible.

The personnel variance is attributable to three main categories: vacancies, part-time personnel and fringe benefits. The budget included an estimate of between 15 and 20 vacancies in full-time positions throughout the year for a projected savings of $1.5 million. The actual vacancies, however, ranged from 24 to 31 full-time positions each month, which resulted in additional savings of $1 million. Part-time or variable staffing accounted for another $1 million of the overall personnel variance. This includes part-time faculty and full-time overload, as well as part-time administrative, office professional and custodial staff. Finally, the remaining $0.2 million variance came from lower fringe benefits costs due to the mix of benefit elections and the actual experience in the self-insured health plan. The variances were realized in both instructional and non-instructional areas in roughly the same proportion as the overall personnel costs.

The non-personnel variance items total approximately $2.8 million. The most notable areas are in Utilities and Continuing Education instructional costs. The utility savings were due to milder temperatures and lower overall gas prices, as well as some savings from 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. All areas of the college community contributed to the savings that were realized during the year and similar to personnel, savings for non-personnel variances were realized in both instructional and non-instructional areas in roughly the same proportion as the overall non-personnel costs.

Transfers

Actual Operating Transfers equal the budgeted annual transfers to the Campus Repair & Maintenance, Deferred Maintenance and Debt Retirement Funds, and the cumulative transfers from the Fitness Center to the General Fund for current year operations.

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 reflects a recovery of some of the unrealized losses recorded in prior years. As of the end of the fiscal year, the college investments showed a cumulative loss since purchase of $0.8 million when comparing market value as of June 30, 2015 to the purchase cost of the roughly $22 million of investments.

**Washtenaw Community College**
Revenues and Expenditures - General Fund
For the year ended June 30, 2015

| | Budget | Actual | Variance |
|---|---|---|---|
| **REVENUES** | | | |
| State Aid | 13,077,300 | 13,188,560 | 111,260 |
| Local Government Taxes | 47,500,000 | 47,751,140 | 251,140 |
| Tuition Fall | 11,244,098 | 11,524,745 | 280,647 |
| Tuition Winter | 11,059,220 | 11,069,634 | 10,414 |
| Tuition Spring | 4,261,837 | 4,375,255 | 113,418 |
| Total Tuition Revenue | 26,565,155 | 26,969,634 | 404,479 |
| Investment Income | 500,000 | 408,778 | (91,222) |
| Department Activities | 484,000 | 405,317 | (78,683) |
| Student Fees | 4,432,133 | 4,293,203 | (138,930) |
| Economic & Community Devl | 1,535,000 | 965,064 | (569,936) |
| Overhead Recovery | 310,000 | 493,459 | 183,459 |
| Trade Partnerships | 3,121,489 | 3,370,733 | 249,244 |
| Other Income | 1,225,000 | 1,301,875 | 76,875 |
| Total Institutional Revenue | 11,607,622 | 11,238,429 | (369,193) |
| **Total Revenues** | **98,750,077** | **99,147,763** | **397,686** |
| **EXPENDITURES** | | | |
| Humanities & Social Sciences | 11,612,938 | 11,111,624 | 501,314 |
| Math, Science & Health | 12,953,059 | 13,150,512 | (197,453) |
| Business & Computer Technologies | 6,932,639 | 6,574,877 | 357,762 |
| Advanced Technologies & Public Service Careers | 7,776,345 | 7,279,697 | 496,648 |
| Continuing Education | 945,289 | 668,419 | 276,870 |
| Distance Learning | 1,174,365 | 1,031,574 | 142,791 |
| Instructional Support | 13,674,138 | 12,371,729 | 1,302,409 |
| Total Instruction | 55,068,773 | 52,188,432 | 2,880,341 |
| Student Services | 7,476,235 | 7,032,295 | 443,940 |
| Scholarships | 1,384,941 | 1,184,001 | 200,940 |
| Executive Management | 1,991,706 | 1,803,922 | 187,784 |
| General Admin - Institutional Services | 7,272,268 | 7,612,504 | (340,236) |
| MIS/Computer Services | 5,470,786 | 5,399,323 | 71,463 |
| Public Relations Development | 2,850,461 | 2,298,378 | 552,083 |
| Community Services | 1,779,354 | 1,629,465 | 149,889 |
| Physical Plant Operations | 9,437,794 | 9,120,661 | 317,133 |
| Utilities | 2,400,000 | 2,002,389 | 397,611 |
| Equipment | 1,465,788 | 1,280,778 | 185,010 |
| Total Non-Instruction | 41,529,333 | 39,363,715 | 2,165,618 |
| **Total Expenditures** | **96,598,106** | **91,552,147** | **5,045,959** |
| **OPERATING TRANSFERS** | | | |
| Repair & Maintenance | 500,000 | 500,000 | - |
| Debt Retirement | 2,045,436 | 2,045,436 | - |
| Health & Fitness Center | (1,393,465) | (1,393,465) | - |
| Deferred Maintenance | 1,000,000 | 1,000,000 | - |
| **Total Operating Transfers** | **2,151,971** | **2,151,971** | **-** |
| **Total Expenditures and Operating Transfers** | **98,750,077** | **93,704,118** | **5,045,959** |
| **Operating Revenue Over Expenditures &Transfers** | **0** | **5,443,645** | **5,443,645** |
| **OTHER NON-OPERATING ACTIVITY** | | | |
| Transfer to Unexpended Plant | - | (2,010,685) | (2,010,685) |
| Unrealized Gain/(Loss) on Investment | - | 302,953 | 302,953 |
| **Total Revenue over Expenditures & Transfers** | **0** | **3,735,913** | **3,735,913** |

- unaudited -

## Capital Fund
**Project Summary**
**June 30, 2015**
**Final**

| 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) |
| GF Campus Wide Wireless Network - due from GF | 295,000 | - | - | (295,000) |
| General Fund | 18,844,624 | 18,844,624 | - | - |
| Total Revenues | $ 24,570,178 | 19,607,486 | - | (4,962,692) |
| **Construction/Repair Projects** | | | | |
| **Crane Liberal Arts & Science Building** | | | | |
| **System Improvements/Replacements:** | | | | |
| CLASB Electrical Updates | 946,627 | 571,720 | 117,701 | 257,206 |
| **Total Crane LASB** | $ 946,627 | $ 571,720 | $ 117,701 | $ 257,206 |
| **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 | 1,696,319 | 72,451 | 31,229 |
| SRB Training Room | $ 450,000 | - | 254,635 | 195,365 |
| **Total Storage Receiving Building** | $ 2,250,000 | $ 1,696,319 | $ 327,086 | $ 226,594 |
| **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 | - | - | 6,410,319 |
| Campus Wide Wireless Network | 295,000 | - | - | 295,000 |
| **Total Campus Wide** | $ 7,276,121 | $ 536,348 | $ 18,699 | $ 6,721,074 |
| **Grand Total Construction/Repair Projects** | $ 24,570,178 | $ 16,865,167 | $ 463,487 | $ 7,241,525 |
| **Revenue Over (Under) Expenditures** | | $ 2,742,319 | | |

# Washtenaw Community College
# Deferred Maintenance Fund
## June 30, 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 | | (1,745,713) |
| Projects in process | | (3,798,000) |
| Uncommitted Fund Balance | **$** | **456,287** |

| 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 |
| Water Main Repairs FY15 | | 74,772 |
| OEB North Stairs/Sidewalk Replace | | 72,596 |
| Total of FY15 completed projects < $50,000 each | | 121,328 |
| **Total Completed** | **$** | **1,745,713** |

| 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 |
| * 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 < $50,000 each | | 240,000 |
| **Total in Process** | **$** | **3,798,000** |

* 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** |

Note: The approved budget for FY 2016 Deferred Maintenance projects is $1.5 million.

Washtenaw Community College

# WCC Active Portfolio
# Portfolio Management
# Portfolio Summary
# June 30, 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 | 2,491,815.19 | 2,491,815.19 | 2,491,815.19 | 9.74% | 1 | 1 | 0.073 | 0.074 |
| Federal Agency Coupon Securities | 18,947,500.00 | 18,175,772.68 | 18,924,646.78 | 73.96% | 5,003 | 3995 | 2.625 | 2.662 |
| Municipal Bonds | 4,000,000.00 | 4,107,812.27 | 4,171,125.73 | 16.30% | 3,634 | 3580 | 2.959 | 3.000 |
| | 25,439,315.19 | 24,775,400.14 | 25,587,589.70 | 100.00% | 4,293 | 3535 | 2.431 | 2.465 |

| | Fiscal Year 2014 - 2015 | Fiscal Year 2013 - 2014 |
|---|---|---|
| Total Earnings | 411,647.74 | 446,735.06 |
| Average Daily Balance | 21,762,267.80 | 23,007,417.73 |
| Effective Rate of Return | 1.89% | 1.94% |

| | 3 Month | 6 Month | 1 Year |
|---|---|---|---|
| Treasury Yield Curve 6/30/2015 | 0.01% | 0.11% | 0.28% |
| Certificate of Deposit Rate | 0.05% | 0.15% | 0.15% |

Reporting period 6/01/2015-6/30/2015

**Washtenaw Community College**
*Office of Facilities Management*
September 15, 2015

**TAB D**

# FACILITIES DEVELOPMENT REPORT

## Capital Projects Update

No report

## Deferred Maintenance Schedule Update

| | | |
|---|---|---|
| 1. | HFC AHU#3 Controls Replacement<br>*Budget=$37,000* | *Complete, except for final commissioning* |
| 2. | CLASB Waterproof Concrete Wall<br>*Budget=$230,000; actuals to date = $222,066* | *Complete, except for re- planting* |
| 3. | GLRTC Controls upgrade<br>*Budget= $105,000.00; actuals to date = $86,631* | *Complete* |
| 4. | SCB & Bridge Roof Replacement<br>*Budget=$730,000* | *Materials have been delivered to site; demolition work has begun.* |
| 5. | FY15 Parking Lot(s) Replacement<br>*Budget=$945,000; actuals to date = $754,883* | *Complete, except for minor punch list items* |
| 6. | POB Roofing and Siding Replacement<br>*Budget = $45,000* | *Beginning bidding stage* |
| 7. | CLASB Window &Sill Replacement<br>*Budget=$450,000* | *Structural work is complete and precast concrete sills are being installed.* |
| 8. | CLASB Deionized Water system Replacement<br>*Budget=$75,000; actuals to date = $27,116* | *Equipment has been delivered to site.* |
| 9. | OEB Temperature Controls upgrade<br>*Budget = $25,000* | *Contract proposal review stage* |
| 10 | Water Main Replacement<br>*Budget = $100,000; Actual Cost to date = $64,371* | *Additional portions of 12" water main replaced south of POB is complete.* |
| 11. | MLB Expansion Joint Replacement<br>*Budget=85,000; actuals to date = $70,019* | *Complete* |
| 12. | SCB Skylight Replacement<br>*Budget = $520,000* | *Demolition work is under way; new skylight materials have been delivered to site.* |

## Campus Repair & Maintenance Projects Update

| | | |
|---|---|---|
| 1. | WTMC Faculty Office Renovations<br>Budget = $40,000; actual $41,982.05 | *Complete; minor punch list items remain* |
| 2. | Science Lab Seating Replacement<br>*Budget=$105,000 Actuals to Date = $32,000* | *Phase 3 seating has been delivered.* |
| 3. | GLRTC GL 118 Office Expansion<br>*Budget = $65,000; actuals to date = $32,161* | *Complete* |
| 4. | Exterior Emergency Phone Expansion<br>*Budget=$68,000 Actual Cost to Date $25,093.76* | *New phone carrier cards have been ordered* |
| 5. | CLASB First Floor Mold & Asbestos Remediation<br>*Budget = $250,000 Actual Cost to date$ 141,459.20* | *Complete* |

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

No contracts to report

**Board of Trustees**
Washtenaw Community College

TAB E

**DRAFT**

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

| Subject | Date |
|---|---|
| Receipt of Year 2014 - 15 Audit Report | September 21. 2015 |

**RECOMMENDATION**

That the Board receive the year 2014 - 15 audit report as submitted.

## A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William Johnson
Title: CFO and Vice President

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

**Board of Trustees**
Washtenaw Community College

**TAB F**

**DRAFT**

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

| Subject | Date |
|---|---|
| Approval of 2015-2016 Program Proposals from 3+1 Articulation Agreements | September 21, 2015 |

**RECOMMENDATION**

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

*Washtenaw Community College – Associate in Science in Exercise Science And*
*Eastern Michigan University – Bachelor of Science in Exercise Science*

*Washtenaw Community College – Associate in Applied Science in Welding And*
*Pennsylvania College of Technology – Bachelor of Science in Welding and Fabrication Engineering Technology*

Prepared by: Dr. Michael Nealon
Title: 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 Science in Exercise Science
## And
## Eastern Michigan University – Bachelor of Science in Exercise Science

| | |
|---|---|
| General Education/MTA | 31 credits |
| WCC Program Requirements | 40 credits |
| Restricted Electives | 11 credits |
| **Total Transfer Credits** | **82 credits** |

## 3 + 1 Articulation Agreement Degree Program

## Washtenaw Community College – Associate in Applied Science in Welding
## And
## Pennsylvania College of Technology – Bachelor of Science in Welding and Fabrication Engineering Technology

| | |
|---|---|
| General Education | 23 credits |
| WCC Program Requirements | 45 credits |
| Restricted Electives | 17 - 20 credits |
| **Total Transfer Credits** | **85 - 88 credits** |

**Board of Trustees**
Washtenaw Community College

**TAB G**

**DRAFT**

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Five-Year Capital Outlay Plan for 2017 - 2021

Date

September 21, 2015

**RECOMMENDATION**

That the Board of Trustees approve the Five-Year Capital Outlay Plan for fiscal years 2017 - 2021 as submitted.

**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

TAB H

**Board of Trustees**
Washtenaw Community College

**DRAFT**

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

Subject
CC STEP Grant Capital Equipment Purchases (Phase 1)

Date
September 21, 2015

**RECOMMENDATION**

That the Board of Trustees approve the contracts listed below for the purchase of capital equipment related to the CC STEP Grant not to exceed $1,107,749.
Advanced Manufacturing Department

| Vendor | Item | Cost | Associated Academic Program |
|---|---|---|---|
| Gerotech | Haas Gantry Router | $164,361 | Level 1 (Set-Up & Operation) - Cert<br>Level 2 (CNC Programming) - Cert<br>Level 3 (Adv. Manf. Systems) - Cert |
| Gerotech | Haas Vertical Mill | $137,718 | Level 1 (Set-Up & Operation) - Cert<br>Level 2 (CNC Programming) - Cert<br>Level 3 (Adv. Manf. Systems) - Cert |
| Gerotech | Haas Vertical Mill with 4/5 Axis Drive Options | $103,340 | Level 1 (Set-Up & Operation) - Cert<br>Level 2 (CNC Programming) - Cert<br>Level 3 (Adv. Manf. Systems) - Cert |
| Gerotech | Haas Vertical Mill with 4 Axis Drive Options | $106,530 | Level 1 (Set-Up & Operation) - Cert<br>Level 2 (CNC Programming) - Cert<br>Level 3 (Adv. Manf. Systems) - Cert |
| Gerotech | Haas Vertical Mill with 4 Axis Drive Options | $110,640 | Level 1 (Set-Up & Operation) - Cert<br>Level 2 (CNC Programming) - Cert<br>Level 3 (Adv. Manf. Systems) - Cert |

Auto Services Department

| Vendor | Item | Cost | Associated Academic Program |
|---|---|---|---|
| Mustang | Engine Test Stands (4) | $257,660 | Test Technician - AA<br>Prototype Technician – AA<br>Automotive Service – AA, Cert |

Welding & Fabrication Department

| Vendor | Item | Cost | Associated Academic Program |
|---|---|---|---|
| AKS | High Def Plasma CNC Shape Cutter | $227,500 | All current programs (this item will be replacing aging equipment) |

Prepared by: Brandon Roderick Tucker
Title: Dean of Advanced Technology/ Public Service Careers

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

TAB I

**Board of Trustees**
Washtenaw Community College

**ACTION**

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

| Subject | Date |
|---|---|
| Resolution Regarding Section 230 of PA 85 of 2015 | September 21, 2015 |

**RECOMMENDATION**

That the Washtenaw Community College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Michigan Public Act 85 of 2015.

**A ROLL CALL VOTE WILL BE TAKEN.**

Prepared by: Julie Morrison
Title: Executive Director, Institutional Effectiveness, Planning and Accreditation

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

State Budget Office
Office of Education

# Community Colleges Local Strategic Value Template

Please use this table as a method to **briefly** detail what your community college is doing to meet the best practices in each category. Each category is worth one-third of the total amount available for your institution. Your institution must meet 4 out of 5 best practices in a category to receive funding associated with that category.

| Best Practices by Category | Examples of Adherence |
|---|---|
| **Category A: Economic Development and Business or Industry Partnerships (must meet 4 of 5)** | |
| (i) The community college has active partnerships with local employers including hospitals and health care providers. | ▪ In 2014-15, the College began offering free mobile Wellness and Health Promotion clinics run through its nursing program on campus and at multiple community sites, such as the YMCA and Ypsilanti Senior Center.<br>▪ The College has clinical site agreements for all health programs.<br>▪ The College maintains partnerships to provide professional development training to Washtenaw County Health Organization employees.<br>▪ Through WCC's Conference Services, the College hosts training activities for regional hospitals, including the Ann Arbor VA Health System, Chelsea Hospital, Trinity Health, and other health care providers.<br>The College has apprenticeship agreements with the following employers as part of its USDOL grant:<br>▪ UBE Machinery<br>▪ Theford Corporation<br>▪ Utilities Instrumentation Service<br>▪ Zero Hour Parts<br>▪ Industrial Tectonics<br>▪ Milan Metal Systems<br>▪ AMI Manchester<br>The College has partnerships to establish job placements with the following employers as part of the CC-STEP grant:<br>▪ Detroit Diesel Co.<br>▪ Reliance One<br>▪ Roush Industries<br>▪ VulcanMasters Welding<br>▪ Klingelnberg America |
| (ii) The community college provides customized on-site training for area companies, employees, or both. | The College provides customized training for multiple area companies, including:<br>▪ Glacier Hills<br>▪ Ann Arbor Electrical IBEW Local 2522 |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | ▪ Toyota Technical Center Ann Arbor<br>▪ Hollingsworth Logistics Group<br>▪ Bosal<br>▪ Chelsea Milling Company<br>▪ Gilbert Residence<br>▪ Michigan Oral Surgeons<br>▪ People's Food Co-op<br>▪ TSP Environmental<br>▪ Benlee Trailers<br>▪ Navitas Systems (Michigan)<br>▪ Aernnova Engineering<br>▪ EFI<br>▪ Enzo Life Sciences<br>▪ Comcast<br>▪ Clean Energy Coalition<br>▪ Milan Prison<br>▪ Home Instead<br>▪ Protomatic<br>▪ Raymond James<br>▪ Systems In Motion<br>▪ UIS SCADA<br>▪ Alro Metal Plus<br>▪ Aramark<br>▪ Chrysler Group<br>▪ Michigan Ability Partner<br>▪ Ann Arbor SPARK<br>▪ U-M Central Power Plant<br>▪ UA Local 190<br>▪ U-M Human Resource Development<br>▪ U of M College of Engineering<br>▪ U-M School of Nursing<br>▪ American Broach<br>▪ TSP Environmental<br>▪ Wellington |
| (iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses. | ▪ In Fall 2014 the College opened an Entrepreneurship Center co-located with the Small Business Development Center on campus to provide support for those interested in small business. The Center manages approximately 100 clients and serves 175 students, staff, and community members. It offers 15 programs and workshops each month, as well as co-working space, individual coaching, resources for faculty and business owners, and networking opportunities. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | ▪ The Bailey Library serves as a Biz Resource Center for the Small Business Development Center, providing market research workshops and one-on-one market research consultations for small business entrepreneurs.<br>▪ WCC offers certificate and associate degree programs in business management and entrepreneurship and innovation. The Business department has developed modules related to entrepreneurship that can be incorporated across the curriculum. |
| (iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center. | ▪ The College has launched the development of an Advanced Transportation Center focused on Intelligent Transportation Systems that has been endorsed by MichAUTO, supported by multiple partners, including regional employers, and is being funded in part through a state CC-STEP grant. The Center is a collaborative effort between the College's Advanced Technology Division and Business and Computer Technologies Division.<br>▪ The College has a longstanding international training agreement with the United Association of Plumbers and Pipe Fitters; Bricklayers; and Iron Workers (UA), which combined served more than 3,000 members on WCC's campus in 2015, an increase over past years. In 2014, the UA signed a 15-year agreement with the College to continue hosting their annual training event, which brings approximately $5 million to the local economy. In 2015, affiliates from Ireland participated in the summer training program on WCC's campus, joining others from the US, Canada, and Australia.<br>▪ As part of a four-year grant through the U.S. Department of Labor, the College has continued partnerships to complete developing Java and Unix/Linux programming and systems with IT companies Google, Quicken Loans, My Buys, and the Advisory Board Company.<br>▪ The College is part of a SEMCA consortium awarded a USDOL Apprenticeship grant prepared by the Workforce Intelligence |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | Network to create apprenticeships based on existing skills courses leading to stackable credentials tailored to employer needs. |
| (v) The community college has active partnerships with local or regional workforce and economic development agencies. | ▪ The College became a member of SEMCOG in 2014 and is a member of Automation Alley, enabling it to participate in regional planning and development.<br>▪ The College sponsors and hosts the Washtenaw Economic Club, which is committed to the economic prosperity of the region. There are four events each year, such as the Washtenaw Economic Outlook with economist George Fulton and Meijer CEO Mark Murray; The Natural Laws of Business with Ari Weinzweig, CEO of Zingerman's; and the Impact of Education on the Economy with Tim Bartik.<br>▪ The College has active partnerships with Michigan Works! Boards for both Region 9 and Washtenaw County, as well as Ann Arbor SPARK. The College also serves an integral role on the Workforce Intelligence Network of Southeastern Michigan and the Eastern Leaders Group in Washtenaw County.<br>▪ The College has advisory committees to support the currency of its technical/ occupational programs. In the last year, current deans reviewed and strengthened current committee activity.<br>▪ The College's Harriet Street Center provides assistance for job seekers throughout Washtenaw County. The College also offers employment services to job seekers in the County through the Job Seekers contract with MI Works!. Job seekers can register to obtain unemployment benefits as well as receive school waivers, attend employability skills workshops, and receive job search assistance. |
| **Category B: Educational Partnerships (must meet 4 of 5)** | |
| (i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs. | ▪ The College charters a middle college, the Washtenaw Technical Middle College, which was named a Top Ten High School in the U.S. by *Newsweek* in 2014. 75% of WTMC students earn an associate's degree upon graduation from high school. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | ▪ The College partners with local high schools for dual enrollment offerings on campus and at high school sites. The number of high school students dual enrolling at WCC increased 23% from 2013-14 to 2014-15 and now represents over 6% of the entire student body.<br>▪ The College currently partners with 7 public school districts to offer 16 WCC classes in the high schools.<br>▪ The College is now participating in a state CTE agreement that allows high school students from across Michigan to earn college credit for completion of high school CTE programs. |
| (ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad. | ▪ Through Community Enrichment, summer classes were offered in 2015 in robotics and video game design. In addition, there was a youth connected vehicle camp, as well as a STEAM middle school program. There were more than 150 participants in summer youth programs this year.<br>▪ The College offers a STEM summer program for incoming freshmen. The College also offers a "College and Career Readiness" summer bridge program each year for high school students interested in dual enrollment opportunities.<br>▪ The College offers K-12 summer enrichment classes on campus and at the Parkridge Community Center, which also hosts an annual camp and provides ongoing cultural, educational, and recreational activities for youth. These include the "Telling It" youth social justice program in partnership with local and county law enforcement, Mentor-2-Youth team building, and special programs for children with community groups such as Girl Scouts Heart of Michigan, Growing Hope, and Washtenaw Community Health Organization.<br>▪ The College partners with the University of Michigan—Women in Science and Engineering to host the annual Southeast Michigan Science Fair for middle and high school students. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | ▪ The College hosts a three-day Global Trade Mission on campus each spring for local high school students to learn global entrepreneurship skills. |
| (iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers. | ▪ In 2015, the College was awarded a $900,000 DOL YouthBuild grant to support academic and occupation skills training for at-risk students. The College will expand construction skills training with local employers, establish pre-apprenticeship programs for prospective Ironworkers, and offer wrap-around services for success.<br>▪ The College recently hired a State grant-funded transition coach for youth aging out of the foster system to help with life skills and success in college.<br>▪ In 2014-15, the College launched new middle school programming that focused on college and career awareness, with two large events on campus for middle schoolers from local districts.<br>▪ In 2014-15, the College instituted a virtual Branch of the University of Michigan Credit Union on its campus to provide financial services to students, faculty, and staff, and, more importantly, provide financial literacy services to students as they transition to and through college.<br>▪ The College's VIP program for students from low-performing school districts connects them to support services on campus. Students receiving services through the VIP program have increased 76% in the past two years.<br>▪ The College offers online and in-person orientations for all incoming students new to college. The College also provides orientation sessions and COMPASS entry assessment testing in reading, writing, and math for 10th and 11th graders from area high schools to help students be better prepared for college enrollment. |
| (iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED | ▪ In 2014-15, the College premiered Encore programming providing transitional assistance for older adults returning to school or changing careers. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| preparation and testing, or recruiting, advising, or orientation activities specific to adults. | ▪ The College is a regional GED testing site and has a successful GED preparation program, which also prepares students for a smooth transition to college enrollment.<br>▪ The College is doing outreach activities with veterans, has a student veteran center on campus, and provides a "Success for Vets" course specifically to enhance academic success for veterans. |
| (v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center. | ▪ Two WCC science faculty participated in the Kaiser Permanente Fellowship at the University of Michigan in 2015. Six students took part in the undergrad research program at U-M in summer 2015 and won blue ribbons for their final presentations. An additional four students were selected to be paid summer interns through a partnership with the U-M School of Natural Resources.<br>▪ The College is now partnering with University of Michigan Chemistry faculty in a $1M grant to bridge community college science students with U-M's undergraduate program in chemistry. This includes seminars, research, visits and mentorships.<br>▪ The College is partnering with the University of Michigan in a National Resource Center Grant to offer Chinese, Japanese and potentially Korean at WCC with implementation in 2015.<br>▪ An EMU/WCC collaborative program leading to a Bachelor of Science in Nursing from Eastern Michigan University was started in Fall 2015. Twenty-four students are accepted per year in the program.<br>▪ The College has 112 signed agreements for over 250 WCC programs to articulate with multiple colleges and universities, allowing smooth transfer to four-year institutions. In addition to 2+2 articulation agreements, the College has 30 agreements that are 3+1 and 7 Reverse Transfer agreements.<br>▪ The College's M-POD (Michigan Pursuing our Dreams) program assists students planning transfer to the University of Michigan to smooth the transition from WCC to U-M. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| **Category C: Community Services (must meet 4 of 5)** | |
| (i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development. | ▪ The College offers more than 200 classes each term for personal enrichment and professional development. This year the college also served more than 150 youth in special summer classes.<br>▪ The college supports lifelong education and quality of life by offering Senior Focus health and wellness programs. In addition, the college offers tuition scholarships for county residents 65 years of age and older.<br>▪ The College collaborates with the City of Ypsilanti to provide educational programming and training for youths, adults, and seniors at the Parkridge Center that includes credit courses, after-school tutoring, financial literacy, and health/wellness and recreational activities. |
| (ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds. | ▪ The College established an Office of Student Diversity and Inclusion overseen by a Dean in 2014, which provides student, staff, and community events and training promoting diversity and multiculturalism, including films, theater and musical performances, lectures, and educational seminars.<br>▪ The College offers health and fitness classes in local senior centers, as well as classes on-campus to promote leisure, wellness and personal and cultural enrichment for local residents. The College supports concerts and other cultural events on campus that are open to the community.<br>▪ The College offers a Free College Day to community members in spring and fall, during which they can attend free events and lectures taught by college faculty. The event attracts over 200-300 guests each semester.<br>▪ The College offers an annual Cars and Bikes on Campus day each fall that showcases vehicles of local enthusiasts in competition and promotes WCC's technical programs and facilities.<br>▪ In 2014, the College launched a community CORE (Campus Orchard Rejuvenating Energy) Garden and Hoop House, a volunteer run |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | garden that provides produce for volunteers, WCC's culinary program, students in need, and others. |
| (iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations. | ▪ The College's 500-seat Towsley Auditorium and other space in the Morris Lawrence Building on campus is used for many cultural activities throughout the year, including local and national speakers through Ann Arbor-Ypsilanti Community Reads and other special programs, performing groups such as the Ypsilanti Symphony Orchestra, Wild Swan Children's Theater, and Washtenaw Community Concert Band, as well as faculty and student performing arts and film productions. Towsley also hosts local high school graduation ceremonies.<br>▪ The College has an Art Gallery showing works of local artists as well as students, an open computer lab, Orchard radio station, student newspaper (The Voice), college newspaper (On the Record), and library available for community use. The College has rotating art exhibits on campus of staff and student works. |
| (iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas. | ▪ The College has a community health and fitness center with approximately 5000 community members that offers over 100 different health and fitness courses per week.<br>▪ In 2014-15, the College's Health and Fitness Center became certified a Medical Fitness Facility by the Medical Fitness Association. The Center specializes in providing programming tailored to specific medical needs, including rehab, physical therapy, diabetes, and other medical issues.<br>▪ The College has athletic fields available for student and public use that accommodate a variety of sports and recreational activities. The College campus also maintains extensive green space, including hiking, biking, walking, and nature trails. |
| (v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members. | ▪ The College's Nursing Department offers free blood pressure and BMI screenings on campus for Go Red Day every February. Over 300 students and community members typically receive screenings. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | ▪ The College frequently hosts community events that benefit non-profit organizations such as the Alzheimer's Association, Special Olympics, American Cancer Society, American Heart Association, Washtenaw Literacy, United Way, Girl Scouts of Heart of Michigan, NEW (Non-Profit Enterprise at Work), and local Law Enforcement agencies. Additionally, Conference Services at WCC was selected last year as the host site for the Ann Arbor/Ypsilanti of Commerce Early Edition Series. WCC received national exposure as the key location for the Toyota Safe/Defensive Driving Course Program. More than 200 young drivers participated in this program.<br>▪ The College supports student and employee activities on campus, regularly hosting service events for numerous student clubs such as Phi Theta Kappa and the Day of Caring for faculty and staff. Some faculty departments support services through their classes, such as Culinary Arts, which provides free meals at University Commons senior living center.<br>▪ During Student Welcome Days held each Fall and Winter semester, the College provides information to students on events, clubs, service activities, and volunteer opportunities available on and off campus. Student Development and Activities hosts a Volunteer Fair for students to connect with service activities each year. The Diversity Office sponsors a Diversity Day and co-sponsors pride events and other opportunities for student/staff involvement in volunteerism. |

State Budget Office
Office of Education

# Community Colleges Local Strategic Value Template

Please use this table as a method to **briefly** detail what your community college is doing to meet the best practices in each category. Each category is worth one-third of the total amount available for your institution. Your institution must meet 4 out of 5 best practices in a category to receive funding associated with that category.

| Best Practices by Category | Examples of Adherence |
|---|---|
| **Category A: Economic Development and Business or Industry Partnerships (must meet 4 of 5)** | |
| (i) The community college has active partnerships with local employers including hospitals and health care providers. | ▪ In 2014-15, the College began offering free mobile Wellness and Health Promotion clinics run through its nursing program on campus and at multiple community sites, such as the YMCA and Ypsilanti Senior Center.<br>▪ The College has clinical site agreements for all health programs.<br>▪ The College maintains partnerships to provide professional development training to Washtenaw County Health Organization employees.<br>▪ Through WCC's Conference Services, the College hosts training activities for regional hospitals, including the Ann Arbor VA Health System, Chelsea Hospital, Trinity Health, and other health care providers.<br>The College has apprenticeship agreements with the following employers as part of its USDOL grant:<br>▪ UBE Machinery<br>▪ Theford Corporation<br>▪ Utilities Instrumentation Service<br>▪ Zero Hour Parts<br>▪ Industrial Tectonics<br>▪ Milan Metal Systems<br>▪ AMI Manchester<br>The College has partnerships to establish job placements with the following employers as part of the CC-STEP grant:<br>▪ Detroit Diesel Co.<br>▪ Reliance One<br>▪ Roush Industries<br>▪ VulcanMasters Welding<br>▪ Klingelnberg America |
| (ii) The community college provides customized on-site training for area companies, employees, or both. | The College provides customized training for multiple area companies, including:<br>▪ Glacier Hills<br>▪ Ann Arbor Electrical IBEW Local 2522 |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | ▪ Toyota Technical Center Ann Arbor<br>▪ Hollingsworth Logistics Group<br>▪ Bosal<br>▪ Chelsea Milling Company<br>▪ Gilbert Residence<br>▪ Michigan Oral Surgeons<br>▪ People's Food Co-op<br>▪ TSP Environmental<br>▪ Benlee Trailers<br>▪ Navitas Systems (Michigan)<br>▪ Aernnova Engineering<br>▪ EFI<br>▪ Enzo Life Sciences<br>▪ Comcast<br>▪ Clean Energy Coalition<br>▪ Milan Prison<br>▪ Home Instead<br>▪ Protomatic<br>▪ Raymond James<br>▪ Systems In Motion<br>▪ UIS SCADA<br>▪ Alro Metal Plus<br>▪ Aramark<br>▪ Chrysler Group<br>▪ Michigan Ability Partner<br>▪ Ann Arbor SPARK<br>▪ U-M Central Power Plant<br>▪ UA Local 190<br>▪ U-M Human Resource Development<br>▪ U of M College of Engineering<br>▪ U-M School of Nursing<br>▪ American Broach<br>▪ TSP Environmental<br>▪ Wellington |
| (iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses. | ▪ In Fall 2014 the College opened an Entrepreneurship Center co-located with the Small Business Development Center on campus to provide support for those interested in small business. The Center manages approximately 100 clients and serves 175 students, staff, and community members. It offers 15 programs and workshops each month, as well as co-working space, individual coaching, resources for faculty and business owners, and networking opportunities. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | ▪ The Bailey Library serves as a Biz Resource Center for the Small Business Development Center, providing market research workshops and one-on-one market research consultations for small business entrepreneurs.<br>▪ WCC offers certificate and associate degree programs in business management and entrepreneurship and innovation. The Business department has developed modules related to entrepreneurship that can be incorporated across the curriculum. |
| (iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center. | ▪ The College has launched the development of an Advanced Transportation Center focused on Intelligent Transportation Systems that has been endorsed by MichAUTO, supported by multiple partners, including regional employers, and is being funded in part through a state CC-STEP grant. The Center is a collaborative effort between the College's Advanced Technology Division and Business and Computer Technologies Division.<br>▪ The College has a longstanding international training agreement with the United Association of Plumbers and Pipe Fitters; Bricklayers; and Iron Workers (UA), which combined served more than 3,000 members on WCC's campus in 2015, an increase over past years. In 2014, the UA signed a 15-year agreement with the College to continue hosting their annual training event, which brings approximately $5 million to the local economy. In 2015, affiliates from Ireland participated in the summer training program on WCC's campus, joining others from the US, Canada, and Australia.<br>▪ As part of a four-year grant through the U.S. Department of Labor, the College has continued partnerships to complete developing Java and Unix/Linux programming and systems with IT companies Google, Quicken Loans, My Buys, and the Advisory Board Company.<br>▪ The College is part of a SEMCA consortium awarded a USDOL Apprenticeship grant prepared by the Workforce Intelligence |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | Network to create apprenticeships based on existing skills courses leading to stackable credentials tailored to employer needs. |
| (v) The community college has active partnerships with local or regional workforce and economic development agencies. | ▪ The College became a member of SEMCOG in 2014 and is a member of Automation Alley, enabling it to participate in regional planning and development.<br>▪ The College sponsors and hosts the Washtenaw Economic Club, which is committed to the economic prosperity of the region. There are four events each year, such as the Washtenaw Economic Outlook with economist George Fulton and Meijer CEO Mark Murray; The Natural Laws of Business with Ari Weinzweig, CEO of Zingerman's; and the Impact of Education on the Economy with Tim Bartik.<br>▪ The College has active partnerships with Michigan Works! Boards for both Region 9 and Washtenaw County, as well as Ann Arbor SPARK. The College also serves an integral role on the Workforce Intelligence Network of Southeastern Michigan and the Eastern Leaders Group in Washtenaw County.<br>▪ The College has advisory committees to support the currency of its technical/ occupational programs. In the last year, current deans reviewed and strengthened current committee activity.<br>▪ The College's Harriet Street Center provides assistance for job seekers throughout Washtenaw County. The College also offers employment services to job seekers in the County through the Job Seekers contract with MI Works!. Job seekers can register to obtain unemployment benefits as well as receive school waivers, attend employability skills workshops, and receive job search assistance. |
| **Category B: Educational Partnerships (must meet 4 of 5)** | |
| (i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs. | ▪ The College charters a middle college, the Washtenaw Technical Middle College, which was named a Top Ten High School in the U.S. by *Newsweek* in 2014. 75% of WTMC students earn an associate's degree upon graduation from high school. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | ▪ The College partners with local high schools for dual enrollment offerings on campus and at high school sites. The number of high school students dual enrolling at WCC increased 23% from 2013-14 to 2014-15 and now represents over 6% of the entire student body.<br>▪ The College currently partners with 7 public school districts to offer 16 WCC classes in the high schools.<br>▪ The College is now participating in a state CTE agreement that allows high school students from across Michigan to earn college credit for completion of high school CTE programs. |
| (ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad. | ▪ Through Community Enrichment, summer classes were offered in 2015 in robotics and video game design. In addition, there was a youth connected vehicle camp, as well as a STEAM middle school program. There were more than 150 participants in summer youth programs this year.<br>▪ The College offers a STEM summer program for incoming freshmen. The College also offers a "College and Career Readiness" summer bridge program each year for high school students interested in dual enrollment opportunities.<br>▪ The College offers K-12 summer enrichment classes on campus and at the Parkridge Community Center, which also hosts an annual camp and provides ongoing cultural, educational, and recreational activities for youth. These include the "Telling It" youth social justice program in partnership with local and county law enforcement, Mentor-2-Youth team building, and special programs for children with community groups such as Girl Scouts Heart of Michigan, Growing Hope, and Washtenaw Community Health Organization.<br>▪ The College partners with the University of Michigan—Women in Science and Engineering to host the annual Southeast Michigan Science Fair for middle and high school students. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| | ▪ The College hosts a three-day Global Trade Mission on campus each spring for local high school students to learn global entrepreneurship skills. |
| (iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers. | ▪ In 2015, the College was awarded a $900,000 DOL YouthBuild grant to support academic and occupational skills training for at-risk students. The College will expand construction skills training with local employers, establish pre-apprenticeship programs for prospective Ironworkers, and offer wrap-around services for success.<br>▪ The College recently hired a State grant-funded transition coach for youth aging out of the foster system to help with life skills and success in college.<br>▪ In 2014-15, the College launched new middle school programming that focused on college and career awareness, with two large events on campus for middle schoolers from local districts.<br>▪ In 2014-15, the College instituted a virtual Branch of the University of Michigan Credit Union on its campus to provide financial services to students, faculty, and staff, and, more importantly, provide financial literacy services to students as they transition to and through college.<br>▪ The College's VIP program for students from low-performing school districts connects them to support services on campus. Students receiving services through the VIP program have increased 76% in the past two years.<br>▪ The College offers online and in-person orientations for all incoming students new to college. The College also provides orientation sessions and COMPASS entry assessment testing in reading, writing, and math for 10th and 11th graders from area high schools to help students be better prepared for college enrollment. |
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| (v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center. | ▪ Two WCC science faculty participated in the Kaiser Permanente Fellowship at the University of Michigan in 2015. Six students took part in the undergrad research program at U-M in summer 2015 and won blue ribbons for their final presentations. An additional four students were selected to be paid summer interns through a partnership with the U-M School of Natural Resources.<br>▪ The College is now partnering with University of Michigan Chemistry faculty in a $1M grant to bridge community college science students with U-M's undergraduate program in chemistry. This includes seminars, research, visits and mentorships.<br>▪ The College is partnering with the University of Michigan in a National Resource Center Grant to offer Chinese, Japanese and potentially Korean at WCC with implementation in 2015.<br>▪ An EMU/WCC collaborative program leading to a Bachelor of Science in Nursing from Eastern Michigan University was started in Fall 2015. Twenty-four students are accepted per year in the program.<br>▪ The College has 112 signed agreements for over 250 WCC programs to articulate with multiple colleges and universities, allowing smooth transfer to four-year institutions. In addition to 2+2 articulation agreements, the College has 30 agreements that are 3+1 and 7 Reverse Transfer agreements.<br>▪ The College's M-POD (Michigan Pursuing our Dreams) program assists students planning transfer to the University of Michigan to smooth the transition from WCC to U-M. |

| Best Practices by Category | Examples of Adherence |
|---|---|
| **Category C: Community Services (must meet 4 of 5)** | |
| (i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development. | ▪ The College offers more than 200 classes each term for personal enrichment and professional development. This year the college also served more than 150 youth in special summer classes.<br>▪ The college supports lifelong education and quality of life by offering Senior Focus health and wellness programs. In addition, the college offers tuition scholarships for county residents 65 years of age and older.<br>▪ The College collaborates with the City of Ypsilanti to provide educational programming and training for youths, adults, and seniors at the Parkridge Center that includes credit courses, after-school tutoring, financial literacy, and health/wellness and recreational activities. |
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| Best Practices by Category | Examples of Adherence |
|---|---|
| | garden that provides produce for volunteers, WCC's culinary program, students in need, and others. |
| (iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations. | ▪ The College's 500-seat Towsley Auditorium and other space in the Morris Lawrence Building on campus is used for many cultural activities throughout the year, including local and national speakers through Ann Arbor-Ypsilanti Community Reads and other special programs, performing groups such as the Ypsilanti Symphony Orchestra, Wild Swan Children's Theater, and Washtenaw Community Concert Band, as well as faculty and student performing arts and film productions. Towsley also hosts local high school graduation ceremonies.<br>▪ The College has an Art Gallery showing works of local artists as well as students, an open computer lab, Orchard radio station, student newspaper (The Voice), college newspaper (On the Record), and library available for community use. The College has rotating art exhibits on campus of staff and student works. |
| (iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas. | ▪ The College has a community health and fitness center with approximately 5000 community members that offers over 100 different health and fitness courses per week.<br>▪ In 2014-15, the College's Health and Fitness Center became certified a Medical Fitness Facility by the Medical Fitness Association. The Center specializes in providing programming tailored to specific medical needs, including rehab, physical therapy, diabetes, and other medical issues.<br>▪ The College has athletic fields available for student and public use that accommodate a variety of sports and recreational activities. The College campus also maintains extensive green space, including hiking, biking, walking, and nature trails. |
| (v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members. | ▪ The College's Nursing Department offers free blood pressure and BMI screenings on campus for Go Red Day every February. Over 300 students and community members typically receive screenings. |

| Best Practices by Category | Examples of Adherence |
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| | ▪ The College frequently hosts community events that benefit non-profit organizations such as the Alzheimer's Association, Special Olympics, American Cancer Society, American Heart Association, Washtenaw Literacy, United Way, Girl Scouts of Heart of Michigan, NEW (Non-Profit Enterprise at Work), and local Law Enforcement agencies. Additionally, Conference Services at WCC was selected last year as the host site for the Ann Arbor/Ypsilanti of Commerce Early Edition Series. WCC received national exposure as the key location for the Toyota Safe/Defensive Driving Course Program. More than 200 young drivers participated in this program.<br>▪ The College supports student and employee activities on campus, regularly hosting service events for numerous student clubs such as Phi Theta Kappa and the Day of Caring for faculty and staff. Some faculty departments support services through their classes, such as Culinary Arts, which provides free meals at University Commons senior living center.<br>▪ During Student Welcome Days held each Fall and Winter semester, the College provides information to students on events, clubs, service activities, and volunteer opportunities available on and off campus. Student Development and Activities hosts a Volunteer Fair for students to connect with service activities each year. The Diversity Office sponsors a Diversity Day and co-sponsors pride events and other opportunities for student/staff involvement in volunteerism. |

TAB J

**Board of Trustees**
Washtenaw Community College

**Draft ACTION**

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

Subject

Revision to Board Policy 6020 - Banking

Date

September 21, 2015

Since Board approval on February 24, 2015 of the revised investment policy, college administration has begun to implement its strategy for long term investments to include available funds from existing working capital and incremental funding through execution of the line of credit agreement, which was approved at the January 27, 2015 BOT meeting. During the early stages of this investment effort, it has become evident that the Michigan municipal bond market does periodically offer attractive yields beyond the originally approved 10 year maturity period, as stated in Board policy #6020 – Banking. In light of the current interest rate environment, it is the college's intent to generally invest in shorter term municipal bonds and to 'ladder in' longer term maturities with the expectation that interest rates will increase over the next few years. Yet, there may be some instances where bonds with strong interest rate yields demand a longer maturity and thus would fit well within the WCC investment portfolio. Typically these longer maturity bonds would have 'call provisions', which essentially would trigger that the bonds be redeemed at a date sooner than the stated maturity and most often, these call dates are within the original 10 year period approved by the BOT. For these reasons, college administration is requesting a revision to Board policy # 6020 to increase the maximum investment maturity period from 10 year to 20 years.

In addition to this change, the BOT has requested that this Board Policy # 6020 also include a discussion regarding the college's policy for managing working capital. The attached proposed policy revisions now include a section regarding the need to maintain adequate cash and cash equivalent reserves to meet its normal cash flow cycles and recommends maintaining no less than 5% of the colleges annual operating budget in working capital reserve.

**RECOMMENDATION**

That the Board of Trustees approve the proposed revisions to Board Policy 6020 - Banking to include the following areas of revision: 1) to extend the maximum long term investment maturity period from 10 years to 20 years, 2) to include a policy regarding working capital asset management and objectives and 3) to modify the title of Board Policy # 6020 to Working Capital and Long Term Investment Management.

**ROLL CALL VOTE**

Prepared by: William L Johnson
Title: VP and CFO

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

**WASHTENAW COMMUNITY COLLEGE**
**POLICY 6020 – ~~BANKING~~ WORKING CAPITAL AND LONG TERM INVESTMENT MANAGEMENT**

## SCOPE OF THIS WORKING CAPITAL AND LONG TERM INVESTMENT MANAGEMENT POLICY

This ~~statement of investment~~ policy reflects ~~the investment policy,~~ objectives~~,~~ and constraints of all working capital and investment ~~financial~~ assets of Washtenaw Community College (the "College"). These assets are accounted for in the various funds of the College and include the general fund, debt service funds, building and site funds, trust and agency funds and any other funds established by the College. Working capital and investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

## PURPOSE OF THIS WORKING CAPITAL AND LONG TERM INVESTMENT MANAGEMENT POLICY ~~STATEMENT~~

It is the policy of the Board of Trustees to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the College and comply with all state statutes governing the investment of public funds. The purpose of this document is to set forth the objectives, policies, and guidelines that are to govern the investment of the assets of this portfolio. They are not to be constructed as absolutes, but rather as benchmarks for guidance to be interpreted by the Board of Trustees. The investment policy should be reviewed annually to assure it serves the changing needs of the College. The working capital and investment policy will help the College:

1. Define and assign the responsibilities of all involved parties.
2. Establish a clear understanding for all involved parties of the investment goals and objectives of portfolio assets.
3. Establish a basis for evaluating investment results.
4. Seek guidance from the investment managers that deal with the College's assets.

## DELEGATION OF AUTHORITY

The Treasurer of the Board of Trustees is a fiduciary as authorized by resolution of the Board of Trustees. Daily management responsibility for the investment program is delegated to the Vice President of Administration and Finance and his/her designees. The Vice President of Administration and Finance is responsible for directing and monitoring the investment management of College assets. As such, the Vice President of Administration and Finance is authorized to delegate certain responsibilities to professional financial consulting experts which may aid the College with the management of long term investments, including the discretion to purchase, sell, or hold the specific securities that will be used to meet the College's investment objectives. Fees for such consulting services shall not exceed 0.20% of the average investment portfolio.

The Board of Trustees will not reserve any control over investment decisions, with the exception of specific limitations described in these statements. If such experts employed are also deemed to be fiduciaries, they must acknowledge such in writing. All expenses for such experts must be customary and reasonable, and will be borne by the portfolio as deemed appropriate and necessary. This information will be disclosed at Board meetings.

## GENERAL INVESTMENT PRINCIPLES

1. Investments shall be made solely in the interest of the College as it pertains to the priorities as stated in our mission.
2. The portfolio shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.
~~3. Investment of the portfolio shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.~~
3. ~~4.~~ The Board of Trustees may employ one or more investment managers of varying styles and philosophies, if it is deemed necessary, to attain the portfolio's objectives.
4. ~~5.~~ Cash should be employed productively at all times by investment in short term cash equivalents to provide safety, liquidity, and return.

## PERMISSABLE INVESTMENTS

1. Bonds, bills, or notes of the United States, or of an agency or instrumentality of the United States, or obligations of this State.
2. Negotiable certificates of deposit, savings accounts, or other interest-earning deposit accounts of a financial institution. As used in this subdivision, "financial institution" means a bank that is a member of the Federal Deposit Insurance Corporation, A savings and loan association that is a member of the Federal Savings and Loan Insurance Corporation, or a credit union whose deposits are insured by the national Credit Union Administration.
3. Bankers' acceptances issued by a bank that is a member of the Federal Deposit Insurance Corporation.
4. Commercial paper that is supported by an irrevocable letter of credit issued by a bank that is a member of the Federal Deposit Insurance Corporation.
5. Commercial paper of corporations located in this state rated prime by at least one of the standard rating services.
6. Mutual funds, trusts, or investment pools composed entirely of instruments that are eligible collateral.
7. Repurchase agreements against eligible collateral, the market value of which must be maintained during the life of the agreements at levels equal to or greater than the amounts advanced. An undivided interest in the instruments pledged for these agreements must be granted to the community college.
8. Investment pools, as authorized by the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118, composed entirely of instruments that are legal for direct investment by a community college.
9. Certificates of deposit issued in accordance with the following conditions:
    a. The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
    b. The financial institution arranges for the investment of the funds in certificates of deposit in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the community college district.
    c. The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
    d. The financial institution acts as custodian for the community college district with respect to each certificate of deposit.
    e. At the same time that the funds of the community college district are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the community college district through the financial institution.
10. Deposit accounts that meet all of the following conditions:

a. The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
b. The financial institution arranges for the deposit of the funds in deposit accounts in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the community college district.
c. The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.
d. The financial institution acts as custodian for the community college district with respect to each deposit account.
e. On the same date that the funds of the community college district are deposited under subparagraph (ii), the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the community college district in the financial institution.

11. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by at least 1 standard rating service.
12. Money in the funds of the College shall not be commingled for the purpose of making an investment authorized by this section, and all earnings on an investment shall become a part of the funds for which the investment was made.
13. Notwithstanding subsection (1), additional funds of the College shall not be invested or deposited in a financial institution that is not eligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
14. As used in this section, "eligible collateral" means all securities which otherwise would qualify for outright purchase under this act.

## WORKING CAPITAL ASSET MANAGEMENT POLICY AND OBJECTIVES

The College considers bank demand deposit accounts, savings accounts, and highly liquid investments with an initial maturity of three months or less to be components of its working capital. Working capital is managed so as to meet the operational needs of the College including but not limited to payroll, accounts payable, capital, debt service and other obligations and therefore deems it necessary to maintain a working capital cash and cash equivalents balance of no less than five percent of its annual operating budget. Throughout the course of normal operations, investments may be called, matured, or sold. Proceeds from these investments may be held in cash or money market accounts while awaiting reinvestment or transfer to working capital. The College does not consider these funds as working capital components but instead as a part of its long term investment assets.

## LONG TERM INVESTMENT MANAGEMENT POLICY AND OBJECTIVES

1. Preservation of Capital - Safety of principal is the foremost objective of the investment program. Long term investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Consistent with their respective investment styles and philosophies, investment managers should (to the extent they are utilized), based on the College's investment objectives, make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.
2. Risk Aversion - Understanding that risk is present in all types of securities and investment styles, the Board of Trustees recognizes that some risk is necessary to produce long term investment results that are sufficient to meet the portfolio's objectives. However, in conjunction with the Board of Trustees, the investment managers are to make reasonable efforts to control risk and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives. The long term investments will be diversified by security type, financial institution and maturity of securities in order to reduce portfolio and market risks.

3. Liquidity - The long term investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
~~4. Return on Investment - The long term investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and business cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.~~

## LONG TERM INVESTMENT ASSET ALLOCATION GUIDELINES

The portfolio shall be allocated within a target range as follows:

| Investment Type | Target Range | Target |
|---|---|---|
| Bonds, bills, or notes of the United States | 25-65% | 30% |
| Bonds, bills, or notes of the State of Michigan | 10-45% | 25% |
| Bonds of political subdivisions of State of Michigan | 15-65% | 45% |
| Cash, cash equivalents, and short-term investments | 0-30% | 0% |

~~For purposes of this policy, cash and cash equivalents consist of bank demand deposit and savings accounts, money market accounts, and all highly liquid investments with an initial maturity of three months or less.~~ Cash, cash equivalents, and short term investments included in the above long term investment asset allocation guidelines are those earmarked for reinvestment. Short term investments consist of certificates of deposit, commercial paper, and other investments with an initial maturity between three and twelve months.

For the bonds of political subdivisions of the State of Michigan, a further target range shall be used as follows:

| Credit Rating | Target Range | Target |
|---|---|---|
| Rated AAA to AA | 40-80% | 50% |
| Rated AA-/Aa3 to A | 10-50% | 30% |
| Rated A3/A- to Baa3/BBB- | 0-30% | 20% |

In the event that the above aggregate asset allocation guidelines are violated for reasons including but not limited to market price fluctuations, the College management will instruct the investment firm (to the extent they are utilized) to bring the portfolio into compliance with these guidelines as promptly and prudently as possible.

## GUIDELINES FOR INVESTMENTS AND CASH EQUIVALENTS RATINGS

1. Portfolio assets may be invested only in investment grade bonds rated BBB- (or equivalent) or better.
2. Portfolio assets may be invested only in investment grade commercial paper rated A- (or equivalent) or better.
3. Money Market Funds selected for investment should be rated investment grade by Standard and Poor's, and/or Moody's.
4. All long term investments shall come with a maturity of ~~10~~ 20 years or less.

## PERFORMANCE REVIEW AND EVALUATION

Performance reports on the College's long term investments are compiled by the Director of Treasury Management and shall be reported monthly to the Board of Trustees (for all months for which there are

scheduled Board meetings). On an annual basis, the Board of Trustees intends to evaluate the portfolio(s) over a three, five, ~~and~~ ten and twenty year period.

# WASHTENAW COMMUNITY COLLEGE
# POLICY 6020 –WORKING CAPITAL AND LONG TERM INVESTMENT MANAGEMENT

## SCOPE OF THIS WORKING CAPITAL AND LONG TERM INVESTMENT MANAGEMENT POLICY

This policy reflects objectives and constraints of all working capital and investment assets of Washtenaw Community College (the "College"). These assets are accounted for in the various funds of the College and include the general fund, debt service funds, building and site funds, trust and agency funds and any other funds established by the College. Working capital and investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

## PURPOSE OF THIS WORKING CAPITAL AND LONG TERM INVESTMENT MANAGEMENT POLICY

It is the policy of the Board of Trustees to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the College and comply with all state statutes governing the investment of public funds. The purpose of this document is to set forth the objectives, policies, and guidelines that are to govern the investment of the assets of this portfolio. They are not to be constructed as absolutes, but rather as benchmarks for guidance to be interpreted by the Board of Trustees. The investment policy should be reviewed annually to assure it serves the changing needs of the College. The working capital and investment policy will help the College:

1. Define and assign the responsibilities of all involved parties.
2. Establish a clear understanding for all involved parties of the investment goals and objectives of portfolio assets.
3. Establish a basis for evaluating investment results.
4. Seek guidance from the investment managers that deal with the College's assets.

## DELEGATION OF AUTHORITY

The Treasurer of the Board of Trustees is a fiduciary as authorized by resolution of the Board of Trustees. Daily management responsibility for the investment program is delegated to the Vice President of Administration and Finance and his/her designees. The Vice President of Administration and Finance is responsible for directing and monitoring the investment management of College assets. As such, the Vice President of Administration and Finance is authorized to delegate certain responsibilities to professional financial consulting experts which may aid the College with the management of long term investments, including the discretion to purchase, sell, or hold the specific securities that will be used to meet the College's investment objectives. Fees for such consulting services shall not exceed 0.20% of the average investment portfolio.

The Board of Trustees will not reserve any control over investment decisions, with the exception of specific limitations described in these statements. If such experts employed are also deemed to be fiduciaries, they must acknowledge such in writing. All expenses for such experts must be customary and reasonable, and will be borne by the portfolio as deemed appropriate and necessary. This information will be disclosed at Board meetings.

## GENERAL INVESTMENT PRINCIPLES

1. Investments shall be made solely in the interest of the College as it pertains to the priorities as stated in our mission.
2. The portfolio shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.
3. The Board of Trustees may employ one or more investment managers of varying styles and philosophies, if it is deemed necessary, to attain the portfolio's objectives.
4. Cash should be employed productively at all times by investment in short term cash equivalents to provide safety, liquidity, and return.

## PERMISSABLE INVESTMENTS

1. Bonds, bills, or notes of the United States, or of an agency or instrumentality of the United States, or obligations of this State.
2. Negotiable certificates of deposit, savings accounts, or other interest-earning deposit accounts of a financial institution. As used in this subdivision, "financial institution" means a bank that is a member of the Federal Deposit Insurance Corporation, A savings and loan association that is a member of the Federal Savings and Loan Insurance Corporation, or a credit union whose deposits are insured by the national Credit Union Administration.
3. Bankers' acceptances issued by a bank that is a member of the Federal Deposit Insurance Corporation.
4. Commercial paper that is supported by an irrevocable letter of credit issued by a bank that is a member of the Federal Deposit Insurance Corporation.
5. Commercial paper of corporations located in this state rated prime by at least one of the standard rating services.
6. Mutual funds, trusts, or investment pools composed entirely of instruments that are eligible collateral.
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In the event that the above aggregate asset allocation guidelines are violated for reasons including but not limited to market price fluctuations, the College management will instruct the investment firm (to the extent utilized) to bring the portfolio into compliance with these guidelines as promptly and prudently as possible.

## GUIDELINES FOR INVESTMENTS AND CASH EQUIVALENTS RATINGS

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3. Money Market Funds selected for investment should be rated investment grade by Standard and Poor's, and/or Moody's.
4. All long term investments shall come with a maturity of 20 years or less.

## PERFORMANCE REVIEW AND EVALUATION

Performance reports on the College's long term investments are compiled by the Director of Treasury Management and shall be reported monthly to the Board of Trustees (for all months for which there are scheduled Board meetings). On an annual basis, the Board of Trustees intends to evaluate the portfolio(s) over a three, five, ten and twenty year period.