MAY 24, 2016
MONTHLY MEETING OF
THE BOARD OF TRUSTEES

On **May 24, 2016,** the WCC Board of Trustees monthly meeting will be held at **4:00 p.m.** in Room 150 of the Morris Lawrence Building. The Board will meet in closed session immediately following the monthly meeting for a periodic personnel evaluation and to discuss collective bargaining.

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

WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
4:00 p.m. – MAY 24, 2016
Room 150, Morris Lawrence Building
4800 E. Huron River Drive, Ann Arbor, Michigan, 48105-4800

I. CALL TO ORDER, APPROVAL OF AGENDA

II. APPROVAL OF MINUTES (Action) ..... **Tab A**
April 26th Monthly Meeting and February 25th Closed Session

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

IV. SPECIAL REPORTS
A. Mandatory Audit Communication
B. Strategic Plan and College Goals Accomplishments 2015 - 16

V. REPORTS
A. Monthly Reports
1. Personnel Recommendations **(Action)** ..... **Tab B**
2. Financial Reports (April 2016) **(Action)** ..... **Tab C**
3. Facilities Development Report ..... **Tab D**

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

VII. OLD BUSINESS
A. Action
1. Approval of Capital Fund Adjustment **(Action)** .....**Tab E**
2. CLASB Window Precast Sill Replacement Contract Award **(Action)**.....**Tab F**
3. CLASB Window Replacement Contract Award **(Action)**.....**Tab G**
4. FY 15 Parking Lots Replacement Change Order #4 **(Action)** .....**Tab H**
5. Resolution to Approve the 2016 - 17 Tax Levy Rate for General Operations **(Action)** .....**Tab I**
6. Approval of Proposed 2016 -17 Budget **(Action)**.....**Tab J**

VIII. NEW BUSINESS
A. Action
1. Ratification of Appendix E to the WCCEA Part-Time Adjunct Master Agreement **(Action)**.....**Tab K**
2. Reappointments of the Washtenaw Technical Middle College (WTMC) Board of Directors.....**Tab L**

B. Discussion
   1. Enterprise Storage Solutions……..**Tab M**
   2. Support Staff and Student Part Time Wages……..**Tab N**
   3. Capital Equipment Purchases……..**Tab O**
   4. Proposed Approval of 2016 -17 Faculty Sabbaticals……..**Tab P**

X. ADJOURNMENT OF MONTHLY MEETING – The Board of Trustees will meet in closed session for a periodic personnel evaluation and to discuss collective bargaining.

Board of Trustees
Washtenaw Community College

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

TAB B

ACTION

Subject	Date
Personnel Recommendations	May 24, 2016

RECOMMENDATION

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

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

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

PERSONNEL RECOMMENDATIONS
May 2016

Economic & Community Development

Part Time New Hire
Independent
Sandy Hines, Trainer, $25.00 hourly

Full Time Ending Employment
Nicholas Patterson, Talent Development Specialist II, with three (3) years of service

Facilities Development & Operations

Full-Time New Hires
Independent
Spencer Woolridge, Supervisor Building Services, $50,000 annually

Part Time New Hire
Independent
Susan Briner, Security Dispatcher, $13.15 hourly
Gabrielle Smith, Security Dispatcher, $13.15 hourly
Eric Jones, Security Patrol Officer, $13.15 hourly

Support Staff
Sara Keiser, Custodian, $13.20 hourly

Finance/Information Technology

Full Time Ending Employment
Katherine Tuttle, Purchasing Agent, with five (5) years of service

Human Resources

Full-Time New Hires
Independent
Megan Keefer, Human Resource Generalist, $53,000 annually

Instruction

Full-Time New Hires
Independent
Joyce Nelson, Director Public Service Training, $76,500 annually

Part-Time New Hires
Faculty - Classified & Professional Services Personnel
Meghan Rose, Librarian, $33.97 hourly

Part-Time New Hires cont.
Professional Faculty
Dominic Baffo, Mathematics, $839 per course contact hour
Dorina Hoxhaj, Mathematics, $839 per course contact hour
Naresh Mahabir, Mathematics, $839 per course contact hour
Erick Vega, Mathematics, $839 per course contact hour

Jehan Ali, Physical Sciences, $839 per course contact hour

Patrick Flaherty, Social Sciences, $839 per course contact hour
Edmundo Reyes, Social Sciences, $839 per course contact hour
Rick Rogers, Social Sciences, $839 per course contact hour

Support Staff
Marques Maddox, Construction Technology, $11.36 hourly
Melissa Johnson, Distance Learning, $11.36
Corey Brown, Welding & Fabrication, $11.36 hourly

President

Part Time New Hire
Independent
Jonathan Karrip, Data Analyst, $18.64 hourly

Full Time Ending Employment
Jason Morgan, Director Government & Community Relations, with three (3) years of service

Public Relations/Marketing

Full Time Ending Employment
Tara Cavanaugh, Digital Marketing Strategist, with two (2) years of service

Student & Academic Services

Full-Time New Hires
Independent
Jennifer Theakston, Assistant Registrar, $54,500 annually

Part-Time New Hires
Support Staff
Alicia Binns, Tutor, $11.36 hourly

Foundation

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Financial Reports (April 2016)

Date

May 24, 2016

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for April 2016 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

April 2016

The financial narrative discusses the financial operating performance of Washtenaw Community College as of April 30, 2016, for fiscal year 2015-16.

Revenue

As of April 30, 2016, Total Revenues were $93.7 million; Total Expenditures and Operating Transfers were $84.0 million. Total Revenues are approximately $150,000 below the expected budget for the first ten months of the fiscal year due to a negative variance in Tuition and Economic and Community Development revenue, partially offset by a positive variance in Property Tax revenue.

State Aid revenue reflects ten months of the annual appropriation for the fiscal year. State Aid is paid in monthly installments from October through August.

Receipts for Local Government Taxes are $48.1 million through April, which represents 99% of the total budgeted revenue from property taxes. As identified in the current year forecast, we now expect to exceed budgeted tax revenue by over $500,000 due to revised estimates for DDA and TIF diversions and lower prior year tax refunds. This translates into approximately $1 million of tax revenue left to collect this year. Those remaining dollars will come from Washtenaw County as the various taxing jurisdictions complete their final reconciliations and report their delinquencies to the county.

Tuition Revenue for the Winter term is at $11.2 million, or 99 percent of budget, through the end of April, with headcounts slightly exceeding last year, and credit hour enrollment less than 1 percent below last year. Compared to average declines exceeding 5 percent at community colleges across the state, this is a tremendous success for the College, and reflects the significant dedication of faculty and staff across campus to reach these targets. Registration for the Spring/Summer and Fall terms opened in March. As of mid-May, both headcounts and course enrollments for Spring/Summer are ahead of last year at this time. Coinciding with the start of the term, tuition and fee revenue for Spring/Summer will be reflected in the May operating results report.

Economic and Community Development revenue is behind budgeted levels, mainly in the area of training provided to local businesses. However, the associated costs are also down, significantly minimizing the net impact of the revenue shortfall.

Expenditures

Total Expenditures through April 30, 2016, represent 78 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately $4.2 million less than what was expected through the first ten months of the year.

For the year-to-date, the non-personnel variance items total approximately $1.9 million. Large variances are in a number of areas such as: utility expenses – with savings in electricity, natural gas and water; copier costs - due to the new contract; grounds maintenance - due to lower gasoline prices and fewer winter-related costs; and workforce development contract costs. Other direct-spending variances are across multiple areas, and are a combination of both permanent and timing differences.

The year-to-date, personnel-related variance is approximately $2.3 million. Vacancies, in both full and part time positions across the college continue to exceed the budgeted vacancy level, resulting in permanent cost savings. For the year, vacancies were budgeted to provide savings of approximately $1.5 million, which is included in the General Administration category. As the savings from vacancies have been realized throughout the year, the various divisions are showing positive variances to budget. Notably, the General Administrative category as a whole shows only a slight negative variance as positive variances for health benefits, as well as other savings throughout this division, are offsetting the negative vacancy budget.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of April 30, 2016

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
State Aid	13,330,000	11,108,333	11,199,950	91,617
Local Government Taxes	48,600,000	47,707,641	48,106,784	399,143
Tuition Fall	11,803,964	11,803,964	11,489,690	(314,274)
Tuition Winter	11,352,404	11,352,404	11,196,074	(156,330)
Tuition Spring	4,474,707	1,457,326	1,467,668	10,342
Total Tuition Revenue	27,631,075	24,613,694	24,153,432	(460,262)
Investment Income	710,240	591,867	551,811	(40,056)
Department Activities	387,000	335,615	317,899	(17,716)
Student Fees	4,380,526	3,782,154	3,761,169	(20,985)
Economic & Community Devl	1,275,000	1,115,360	707,974	(407,386)
Overhead Recovery	471,550	292,485	339,105	46,620
Trade Partnerships	3,354,527	3,126,781	3,276,619	149,838
Other Income	1,200,000	1,040,900	1,149,273	108,373
Total Institutional Revenue	11,778,843	10,285,162	10,103,851	(181,311)
Total Revenues	**101,339,918**	**93,714,830**	**93,564,017**	**(150,813)**
EXPENDITURES				
Humanities & Social Sciences	11,618,872	9,601,633	9,295,136	306,497
Math, Science & Health	13,713,242	11,303,897	11,458,839	(154,942)
Business & Computer Technologies	7,041,039	5,881,501	5,633,650	247,851
Advanced Technologies & Public Service Careers	7,164,273	5,800,808	5,673,372	127,436
Continuing Education	854,626	650,899	457,721	193,178
Distance Learning	1,336,364	1,109,787	1,088,315	21,472
Instructional Support	13,694,758	11,532,496	10,736,764	795,732
Total Instruction	55,423,174	45,881,021	44,343,797	1,537,224
Student Services	7,636,144	6,369,952	5,753,876	616,076
Scholarships	1,359,556	1,243,220	1,198,679	44,542
Executive Management	1,972,423	1,629,982	1,528,277	101,704
General Admin - Institutional Services	7,723,524	6,184,877	6,251,379	(66,502)
MIS/Computer Services	5,718,874	4,842,802	4,631,384	211,419
Public Relations Development	3,393,477	2,634,228	2,285,667	348,561
Community Services	1,811,225	1,491,780	1,285,065	206,715
Physical Plant Operations	9,836,548	8,148,590	7,335,934	812,656
Utilities	1,865,000	1,512,054	1,372,853	139,201
Equipment	1,670,295	1,221,345	961,766	259,579
Total Non-Instruction	42,987,066	35,278,830	32,604,879	2,673,951
Total Expenditures	**98,410,240**	**81,159,851**	**76,948,676**	**4,211,175**
OPERATING TRANSFERS				
Repair & Maintenance	500,000	500,000	500,000	-
Debt Retirement	1,919,678	1,919,678	1,919,678	-
Health & Fitness Center	(1,490,000)	(1,117,500)	(1,117,500)	-
Deferred Maintenance	1,500,000	1,500,000	1,500,000	-
Total Operating Transfers	**2,429,678**	**2,802,178**	**2,802,178**	**-**
Total Expenditures and Operating Transfers	**100,839,918**	**83,962,029**	**79,750,854**	**4,211,175**
Operating Revenue Over Expenditures &Transfers	**500,000**	**9,752,800**	**13,813,162**	**4,060,362**
OTHER NON-OPERATING ACTIVITY				
Transfer to Unexpended Plant - Budgeted	(500,000)	(295,000)	(295,000)	-
Transfer to Unexpended Plant - Unbudgeted	-	-	(1,100,000)	(1,100,000)
Unrealized Gain/(Loss) on Investment	-	-	1,007,841	1,007,841
Total Revenue over Expenditures & Transfers	**-**	**9,457,800**	**13,426,003**	**3,968,203**

- unaudited -

Capital Fund
Project Summary
April 30, 2016

Project Category	Budget	Actuals	Commitment	Balance
Revenues				
UA ITF Integrated Power System	580,920	575,362	-	(5,558)
UA SRB Training Rooms	450,000	347,445	-	(102,555)
State Appropriation CC - STEP Equipment	4,399,634	-	-	(4,399,634)
General Fund	20,239,624	20,239,624	-	-
Miscellaneous	-	1,875	-	1,875
Total Revenues	**$ 25,670,178**	**21,164,307**	**-**	**(4,505,872)**
Construction/Repair Projects				
Crane Liberal Arts & Science Building				
System Improvements/Replacements:				
CLASB Electrical Updates	946,627	632,943	-	313,684
Total Crane LASB	**$ 946,627**	**$ 632,943**	**$ -**	**$ 313,684**
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	1,786,344	(0)	13,656
SRB Training Room	450,000	362,081	-	87,919
Total Storage Receiving Building	**$ 2,250,000**	**$ 2,148,425**	**$ (0)**	**$ 101,575**
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	552,707	2,340	15,755
CC - Step Equipment	7,510,319	1,406,532	5,455,487	648,300
Campus Wide Wireless Network	295,000	278,325	-	16,675
Total Campus Wide	**$ 8,376,121**	**$ 2,237,564**	**$ 5,457,827**	**$ 680,730**
Grand Total Construction/Repair Projects	**$ 25,670,178**	**$ 19,079,712**	**$ 5,457,827**	**$ 1,132,639**
Revenue Over (Under) Expenditures		**$ 2,084,595**		

Washtenaw Community College
Deferred Maintenance Fund
April 30, 2016

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	$	7,500,000
Completed projects		(4,952,173)
Projects in process		(2,540,000)
Uncommitted Fund Balance	$	**7,827**

Completed Projects:		Final Cost
Projects completed in prior years	$	1,741,413
Current year completed projects:		
CLASB Waterproof Concrete Wall		188,305
OEB Replace Wood Doors		76,615
FY15 Parking Lot Replacement		964,000
SCB & Bridge Roof Replacement		830,000
CLASB Window & Sill Replacement-1st Floor		450,000
GLTC Controls Replacement		105,000
SCB Skylight Replacement		420,000
Total of FY16 completed projects < $50,000 each		176,839
Total Completed	$	**4,952,173**

Projects in Process or scheduled to begin:		Allocated Budget
CLASB Window & Sill Replacement-3rd Floor		350,000
Delonized Water System		75,000
CLASB 2nd Fl to SC Storefront Replace		55,000
FY16 Parking Lot Replacement		840,000
MLB Chillers Replacement		750,000
MLB Siemens Temperature Controls Upgrade		135,000
BEB Server Room A/C units Replacement		90,000
TIB NE & SE Storefront Replace		160,000
Total of other projects < $50,000 each		85,000
Total In Process	$	**2,540,000**

* Scheduled; no financial activity as of report date

Additional projects pending for next twelve months		Expected Budget
Maintenance Building HVAC		74,000
CLASB Phase 2 Carpet Replace		75,000
CLASB Water Softener Replacement		75,000
Total of other projects < $50,000 each		179,000
Total Pending	$	**403,000**

Washtenaw Community College

WCC Active Portfolio
Portfolio Management
Portfolio Summary
April 30, 2016

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	5,915,545.07	5,915,545.07	5,915,545.07	17.10%	1	1	0.370	0.376
Commercial Paper Disc. -Amortizing	5,000,000.00	4,992,156.00	4,990,033.34	14.42%	226	84	0.796	0.808
Federal Agency Coupon Securities	12,010,000.00	11,971,634.30	11,996,274.07	34.67%	5,327	4057	2.601	2.640
Municipal Bonds	11,625,000.00	11,856,496.25	11,701,701.88	33.82%	1,995	1779	2.171	2.201
	34,550,545.07	34,736,831.62	34,603,554.36	100.00%	2,554	2020	1.884	1.910

Investments

Total Earnings	Month Ending 4/30/2016	Fiscal Year 2015 - 2016 To Date	Month Ending 4/30/15	Fiscal Year 2014 - 2015 To Date
Current Year	51,520.79	538,654.67	38,518.50	374,886.39
Average Daily Balance	34,845,710.86		23,182,486.66	
Effective Rate of Return	1.80%		2.02%	

	3 Month	6 Month	1 Year
Treasury Yield Curve 4/30/2016	0.22%	0.40%	0.56%
Certificate of Deposit Rate	0.05%	0.06%	0.10%

Reporting period 4/01/2016-4/30/2016

Washtenaw Community College

Office of Facilities Management

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

STEP Grant – OEB Welding Lab Renovations and Equipment Installation

- All demolition work is complete and obsolete equipment has been removed from the lab.
- Architectural, mechanical, and electrical trades continue to install new work.
- Temporary welding instructional space has been setup in the College's Car Barn to allow contractors to begin work in the Welding Lab. The Car Barn will be used as temporary instructional space through July 1st.
- Preparations are being made to provide a polished concrete floor in portions of the Welding lab.

During the next 30 days mechanical and electrical work will be substantially completed; and new grant equipment will start to arrive on site.

STEP Grant – OEB Auto Service Renovations and Equipment Installation

- Engine dynamometer equipment and engine test stands have arrived and the chassis dynamometer has been moved into the lab for temporary storage.
- Electrical and mechanical work continues, with some work being on afternoon shift to stay on schedule.
- Siemens has ordered all the temperature controls and some materials have arrived on site.
- The energy recovery unit (ERU) from the ABR lab has been installed on the roof.

During the next 30 days the work will be substantially completed; a make-up air will still need to be installed.

STEP Grant – OEB Advanced Manufacturing Relocation and Equipment Installation

- The mechanical and electrical construction work continues. Temporary walls have been installed in the corridor and demolition work is complete.
- New mechanical equipment work continues to be installed.
- New electrical work continues on multiple shifts.

During the next 30 days the construction will substantially complete; existing Advanced Manufacturing equipment will start to arrive.

Deferred Maintenance Schedule Update

1.	HFC AHU#3 Controls Replacement *Budget=$37,000*	*Complete*
2.	CLASB Waterproof Concrete Wall *Budget=$230,000; actuals to date = $222,066*	*Complete, except for re- planting due to upper floors window replacement*
3.	GLRTC Controls upgrade *Budget= $105,000.00; actuals to date = $86,631*	*Complete*
4.	SCB & Bridge Roof Replacement *Budget=$730,000*	*Complete*
5.	FY15 Parking Lot(s) Replacement *Budget=$951,000; actuals to date = $911,209*	*Complete*
6.	POB Roofing and Siding Replacement *Budget = $45,000; actuals to date = $10,800*	*In planning stage*
7.	CLASB Window & Sill Replacement *Budget=$800,000; actuals to date (first floor only) = $394,854*	*Complete.*
8.	CLASB Deionized Water system Replacement *Budget=$75,000; actuals to date = $34,091*	*Complete*
9.	OEB Temperature Controls upgrade *Budget = $25,000*	*Project scope still being reviewed*
10.	Water Main Replacement *Budget = $100,000; Actual Cost to date = $64,371*	*Construction work on-going; current season work complete.*
11.	MLB Expansion Joint Replacement *Budget=30,000; actuals to date = $29,088*	*Complete*
12.	SCB Skylight Replacement *Budget = $420,000; actuals $378,637*	*Complete*
13.	MLB Chillers Replacement *Budget = $750,000*	*New chillers have arrived and are installed; new structural steel platform is complete.*
14.	Storm Sewer Repairs *Budget = $80,000*	*Construction work on going; current season work complete. Additional work is scheduled*
15.	HFC Fitness Floor Replacement (free weights area only) *Budget = $35,000;*	*Complete*
16.	CLASB Phase 2 Carpet Replacement *Budget = $75,000*	*Complete*
17.	CLASB 2nd Floor to SCB Storefront Replacement *Budget = $55,000; actuals to date = $8,910*	*Project is scheduled for bids.*
18.	T&I Northeast Entrance Storefront Replacement *Budget = $80,000*	*Project is scheduled for bids.*
19.	T&I Southeast Entrance Storefront Replacement *Budget = $80,000*	*Project is scheduled for bids.*

20.	FY 16 Parking Lots #1 and #7 Replacement *Budget = $800,000*	*Project is in planning stage for bids.*
21.	BEB 112 Server Room A/C System Replacement *Budget = $90,000*	*Engineering design is completion*
22.	POB Furnace(s) Replacement *Budget = $40,000*	*Construction documents are complete*
23.	HFC Chlorine Generator Replacement *Budget = $25,000; actuals to date $8,865*	*Complete*
24.	MLB Siemens Temperature Controls Upgrade *Budget = $135,000*	*Project has been awarded.*

Campus Repair & Maintenance Projects Update

1.	WTMC Faculty Office Renovations Budget = $40,000; actual $41,982.05	*Complete*
2.	Science Lab Seating Replacement *Budget=$105,000 Actuals to Date = $32,000*	*Complete*
3.	GLRTC GL 118 Office Expansion *Budget = $65,000; actuals to date = $32,161*	*Complete*
4.	Exterior Emergency Phone Expansion *Budget=$68,000 Actual Cost to Date $25,093.76*	*Complete*
5.	CLASB Exterior Fire Department Connection Relocation *Budget = $15,000*	*Complete*
6.	Local 669 Sprinklerfitters Office Relocation and Renovations *Budget = $40,000*	*Design discussions are complete*
7.	Learning Support Services Renovations *Budget = $60,000*	*Complete*
8.	CLASB Part-Time Faculty Commons *Budget = $12,000*	*Complete*
9.	BEB Retro-Commissioning *Budget = $55,000; actual $49,665*	*Complete*
10.	OEB and SCB Sanitary sewer line repairs *Budget = $15,000*	*Complete*
11.	Carpentry Shop Renovations *Budget = $26,000; actual $23,586*	*Complete*
12.	GLRTC GL 112 Renovations *Budget = $30,000*	*Complete*
13.	CLASB Science Labs Fume Hoods Temperature Controls Modifications *Budget = $9,800; actual $9,800*	*Complete*

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

None issued during this period.

Board of Trustees
Washtenaw Community College

TAB E

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval of Capital Fund Budget Adjustments

Date
May 24, 2016

RECOMMENDATION

That the Board of Trustees approves the proposed adjustments to the Capital Fund Budget.

Adjustments to budgeted revenue include decreases of $106,238 to close out budgeted revenue on two UA funded projects, and a reallocation of an escrow refund on a closed project.

Adjustments to expenditures include reductions of $454,929 to six closed projects. The reallocation of those dollars, net of offsetting revenue adjustments, will be used to cover a $30,000 increase in the SRB Addition project and to establish a new project, Campus Security System upgrades, for $318,691. This new project will provide additional access control, emergency lockdown, and security camera equipment upgrades in faculty offices and administrative areas.

ROLL CALL VOTE

Prepared by: William Johnson
Title: Vice President and CFO

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

Proposed Capital Fund Budget Adjustments

Attached is the Capital Fund Budget comprised of authorized capital projects that are active; not yet started; or complete, but with budgeted funds remaining. The total impact to the budget of the proposed adjustments is a decrease of $106,238.

The proposed changes are as follows:

Revenues:

Revenue Budget is being decreased in the following lines:

(a) **UA ITF Integrated Power System** will be decreased by $5,558 to equal final project revenue and to close the project. The related budget for project expenditures was adjusted in a previous board action.

(b) **UA SRB Training Rooms** will be decreased by $102,555 to equal final project revenue and to close the project. This UA-funded project budget was set high enough to accommodate changes in scope which were still in discussion at the time the project was established. Offsetting the revenue adjustment is a reduction to the budgeted project expenditures of $87,919. The resulting negative impact of ($14,636) - which was required to provide additional over-time labor in order to maintain the project's schedule; and add fire alarm devices in the instructional spaces requested by the Office of Fire Safety - is netted into the project increases for the SRB Addition and the Campus Security System Upgrades projects below.

(c) **Miscellaneous revenue** will be reallocated to project budgets as described below. This amount represents a return of escrow funds from Ann Arbor Township on the Water Main Booster Pump House project, which was closed in a prior period.

Expenditures:

The following projects would be increased or decreased as indicated below:

(d) **CLASB Electrical Updates** decrease of $313,684. This project is now completed. The budget excess will be used to cover the new Access Control Phase II project.

(e) **OEB Exterior Concrete Replacement** decrease of $14,371. This project is now complete. The budget excess will be used to cover the new Access Control Phase II project.

(f) **MLB Storage Addition** decrease of $7,098. This project is now complete. The budget excess will be used to cover the new Access Control Phase II project.

(g) **SRB Addition** increase of $30,000 to cover additional fire alarm devices by SimplexGrinnell, required in the classrooms by the Office of Fire Safety, and additional electrical over-time to complete the project on schedule.

(h) **Campus Parking Structure** decrease of $15,182. All final payments have been made on this project. The budget excess will be used to cover the new Access Control Phase II project.

(i) **Campus Wide Wireless Network** decrease of $16,675. This project is now complete. The budget excess will be used to cover the new Access Control Phase II project.

(j) **Campus Security System** will be established for $318,691 to provide additional access control, emergency lockdown, and security camera equipment upgrades in faculty offices (CLASB, GMB, BEB, T&I and OEB) and administrative areas (BEB HRM offices, MLB administrative offices, and SCB offices for Finance, Financial Aid and 2nd Floor Administration). The source of funds is the remaining budget dollars from closing the projects identified above.

Proposed Capital Fund Budget

Revenues

	Current Budget	Proposed Adjustment	Proposed Budget	
UA ITF Integrated Power System	580,920	(5,558) (a)	575,362	x
UA SRB Training Rooms	450,000	(102,555) (b)	347,445	x
State Appropriation CC-STEP Equipment	4,399,634	-	4,399,634	
Miscellaneous	-	1,875 (c)	1,875	
General Fund	20,239,624	-	20,239,624	
Total Revenues	**$ 25,670,178**	**$ (106,238)**	**$ 25,563,940**	

Expenditures

Crane Liberal Arts & Science Building				
System Improvements/Replacements:				
CLASB Electrical Updates	946,627	(313,684) (d)	632,943	x
Total Crane LASB	**$ 946,627**	**$ (313,684)**	**$ 632,943**	
Occupational Education Building				
Renovations:				
UA ITF Integrated Power System	873,446	- (a)	873,446	x
OEB Exterior Concrete Replacement	214,455	(14,371) (e)	200,084	x
Total OEB	**$ 1,087,901**	**$ (14,371)**	**$ 1,073,530**	
Morris Lawrence Building				
Renovations:				
MLB Storage Addition & Wall Repair	309,529	(7,098) (f)	302,431	x
Total MLB	**$ 309,529**	**$ (7,098)**	**$ 302,431**	
Storage Receiving Building				
Renovations:				
SRB Addition	1,800,000	30,000 (g)	1,830,000	
SRB Training Room	450,000	(87,919) (b)	362,081	x
Total Storage Receiving Building	**$ 2,250,000**	**$ (57,919)**	**$ 2,192,081**	
Campus Parking Structure				
Campus Parking Structure	12,700,000	(15,182) (h)	12,684,818	x
Total Campus Parking Structure	**$ 12,700,000**	**$ (15,182)**	**$ 12,684,818**	
Campus Wide				
System Improvements:				
Classroom & Lab Access Control	570,802	-	570,802	
CC-STEP Equipment	7,510,319	-	7,510,319	
Campus Wide Wireless Network	295,000	(16,675) (i)	278,325	x
Campus Security System Upgrades		318,691 (j)	318,691	
Total Campus Wide	**$ 8,376,121**	**$ 302,016**	**$ 8,678,137**	
Grand Total Construction/Repair Projects	**$ 25,670,178**	**$ (106,238)**	**$ 25,563,940**	

Note: projects marked with an "x" will be closed and removed from future Capital Fund reports.

Board of Trustees
Washtenaw Community College

TAB F

ACTION

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

Subject

CLASB Precast Concrete Sill Replacement Project

Precast Contractor Contract Award

Date

May 24, 2016

RECOMMENDATION

That the Board of Trustees approve a construction contract with Royal Restoration & Waterproofing, Inc., of Livonia Michigan, as precast contractor for the CLASB Third Floor Precast Concrete Sill Replacement Project, for an amount not to exceed $131,912.00; contingent upon the College administration obtaining a satisfactory contract with the firm.

ROLL CALL VOTE

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

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

Board of Trustees
Washtenaw Community College

TAB G

ACTION

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

Subject
CLASB Third Floor Window Replacement Project

Glazing Contractor Contract Award

Date
May 24, 2016

RECOMMENDATION

That the Board of Trustees approve a construction contract with Calvin & Company, Inc., of Flint Michigan, as glazing contractor for the CLASB Third Floor Window Replacement Project, for an amount not to exceed $195,000; contingent upon the College administration obtaining a satisfactory contract with the firm.

ROLL CALL VOTE

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

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

Board of Trustees
Washtenaw Community College

TAB H

ACTION

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

Subject

FY 15 Parking Lots Replacement Project

Construction Contract Change Order Approval

Date

May 24, 2016

RECOMMENDATION

That the Board of Trustees approve construction contract change order #4 and increase the construction contract for asphalt paving work related to the FY 15 Parking Lots Replacement Project, awarded to Allied Construction, Inc., of Clarkston Michigan in the amount of $10,901.56.

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

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

Board of Trustees
Washtenaw Community College

TAB I

Action

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
Resolution to Approve 2016-17 Tax Levy for General Operations	May 24, 2016

RECOMMENDATION

That the Board of Trustees approve the 2016-17 Tax Levy of **3.436** mills for operations, as submitted. The 3.436 mills will generate approximately $51,597,824 of tax revenue.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: William Johnson
Title: Vice President and CFO

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

Washtenaw Community College
2016-17 Tax Levy Resolution

The tax levy resolution, based on detailed analysis of operational needs and debt needs, includes a rate of **3.436** mills for operations, which is the currently maximum millage rate.

	Tax Rate	2017 Taxable Value	2017 Revenue Generated
General Fund	3.436	$14,925,662,981	$51,597,824
Total	3.436		

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees has examined the financial circumstances of the Community College for fiscal year 2016-17, including estimated revenues, estimated expenditures, and the state equalized valuation of property located within the county, and determined that the levy of the total authorized millage rate will be necessary for the sound management and operation of the College; and
2. For 2016-17, the total operating millage rate of 3.436 shall be levied upon property located within Washtenaw County boundaries.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

I, the undersigned, Secretary of the Board of Trustees of Washtenaw Community College, Ann Arbor, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees, Washtenaw Community College, Ann Arbor, Michigan, at its regular meeting held on May 24, 2016, the original of which is part of the Board's minutes.

_____

Christina Fleming

Secretary, Board of Trustees

Board of Trustees
Washtenaw Community College

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

TAB J

Action

Subject

Review of Revenue and Expense Analysis and 2016-17 Budget

Date

May 24, 2016

RECOMMENDATION

That the Board of Trustees review the 2016-17 Budget Plan as submitted.

2016-17 GENERAL FUND OPERATING BUDGET

REVENUE	Budget 2016-17	EXPENDITURES	Budget 2016-17
Tuition and Fees	$32,551,272	Personnel	$78,419,456
Local Property Taxes	$49,700,000	Non-Personnel	$13,761,660
State Appropriations	$13,813,800	Utilities	$2,302,000
Indirect Revenue	$473,200	Equipment	$660,000
Investment Income	$650,000	Trade Partnerships	$2,587,499
Trade Partnerships	$3,345,385	Institutional Projects	$1,174,167
Other Miscellaneous	$452,300	**Total Expenditures**	**$98,904,782**
Auxiliary Activities	$1,302,500	Operational Transfers	$2,083,675
		Deferred Maintenance	$1,300,000
Total Revenue	**$102,288,457**	**Total Expenditures and Transfers**	**$102,288,457**

Operational Revenue Over Expenditures **$ 0**

ROLL CALL VOTE

Prepared by: William Johnson
Title: Vice President and CFO

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

Board of Trustees
Washtenaw Community College

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

TAB K

ACTION

Subject	Date
Ratification of Appendix E to the Washtenaw Community College Education Association Master Agreement (Part-Time Adjunct Teaching Faculty)	May 24, 2016

RECOMMENDATION

That the Board of Trustees ratify that proposed three-year agreement effective August 16, 2016, continuing through August 15, 2019, between Part-Time Adjunct Teaching Faculty, affiliate with Michigan Education Association/National Education Association and the Washtenaw Community College Board of Trustees.

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

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

Board of Trustees
Washtenaw Community College

TAB L

ACTION

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

Subject

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

Date

May 24, 2016

RECOMMENDATION

That the WCC Board of Trustees approve the reappointment of the following Washtenaw Technical Middle College Board of Directors:

- Jan Gensheimer for a term of three years ending April 30, 2019
- Margaret A. Talburtt for a term of three years ending April 30, 2019
- Stuart E. White for a term of three years ending April 30, 2019

Background information on these individuals can be found on the following page.

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

Recommended by: Linda Blakey
Linda Blakey, Vice President

Reappointments to the WTMC Board of Directors

Jan Gensheimer

Jan Gensheimer is a business consultant with extensive experience in designing and delivering marketing, development, strategy and re-engineering solutions for businesses, government and health care organizations. She has managed large and successful information technology projects that reduced operating costs for 3M Health Care/Sarns, the Medstat Group and Wayne County. She received a Bachelor of Arts and Secondary Education Teaching Certificate from Eastern Michigan University in 1979 and a Masters of Business Administration from the University of Michigan in 1995.

Margaret A. Talburtt, Ph.D.

Peg Talburtt became Executive Director of The James A. and Faith Knight Foundation in 2004. Between 1996-2003, Peg was the President/CEO of the Michigan Women's Foundation. Previously, she co-founded and was a Partner at Formative Evaluation Research Associates (FERA) where she directed many projects related to philanthropy, education innovations, gender, and program evaluation. Currently, she serves on the boards of the Washtenaw Community College Women's Council, The Academy of Sports Leadership, the Michigan League for Human Services and the Washtenaw Technical Middle College. She was selected by Crain's Detroit Business as one of its "100 Most Influential Women in Southeast Michigan" and by Corp! Magazine as one of "Michigan's 95 Most Powerful Women." Other awards include selection as the Distinguished Leadership Honoree in Philanthropic Service by the Michigan Business Professional Association, 2000 Saturn Women at Their Best Award and also the Women of Distinction Award from the Huron Valley Girl Scout Council. She was honored to be a speaker at The White House Conference on Philanthropy in October 1999.

Stuart E. White (President)

Stuart White has many years of experience in teaching social studies, organizing and sponsoring academic games, and planning strategic educational initiatives. He was an organizer of House One in the Ann Arbor Public Schools, a personalized form of secondary education, which operated as the IDB Block. He is a national board member of the Academic Games League of America, with 38 years' experience in organizing interscholastic academic events for middle and high school students. Currently, he chairs the Board of Cogsdill Tool Products in Camden, South Carolina. Mr. White received a B.A. from DePauw University and a M.S. Ed. from Syracuse University.

Board of Trustees
Washtenaw Community College

TAB M

Discussion

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

Subject	Date
Enterprise Data Storage Project and related contract	May 24, 2016

BACKGROUND

The college currently has 197 Terabytes (TB) of data storage capacity through a hardware/software infrastructure which has an average age of 7 years and has reached end of life from a manufacturer support and maintenance perspective. Of the total 197TB of storage capacity, approximately 60% is used for data and 40% for backups and current projections of storage capacity indicate that the college will reach capacity in late 2016. Our plan calls for the addition of 200TB of storage capacity and then to retire approximately 60TB of storage related to our oldest storage hardware, which is beyond end of life and no longer reliable. Upon full implementation, WCC will have approximately 340TB of total storage, of which 200TB will be allocated for data storage and 140 for system backups.

This 70% increase in total storage capacity will support the anticipated growth of our data storage requirements related to core student service processes, increased online learning course offerings and our enrollment initiatives. The new infrastructure will also improve system performance, reliability and provide a much needed strengthening of our system backup environment including implementing industry "best practices" of separating our data and backups on independent networks and storage devices. The College considered both off-campus and on-campus data storage options and concluded that an off-campus solution was less favorable for data security and performance reasons.

RFP PROCESS

The college formed an RFP committee to review and assess the proposals received for the requested enterprise data storage solution. This committee included the following staff from within the Information Technology Department:

Bill Johnson – Finance & Information Technology
Michael Aldrich – Director of Systems Administration
Patrick Hughes – Director of Networking, Communications and the IT Help Desk
Francisco Roque – Lead System Engineer
Geoffrey Halliday – System Engineer
Nilotpal Bhattacharyya – System Engineer

The RFP was sent to seven firms and was open to all qualified organizations. The college received six qualified responses. The RFP review committee assessed all responses and chose to bring in both Avalon Technologies and Data Strategy for face to face meetings. As a result of this process, the RFP committee decided to further assess the work of the proposed finalist, Avalon Technologies and had extensive discussions with Avalon clients regarding similar data storage projects. The RFP committee thoroughly vetted the submitted proposals, the results of the face to face meetings and the references related to actual IA work product and is recommending awarding the data storage contract to Avalon Technologies (please see the enclosed bid assessment analysis and proposal document from Avalon Technologies).

Upon Board approval, this project will commence immediately and the first tranche of new data storage, along with the supporting infrastructure is targeted for completion by September 1st, 2016. Avalon's role to deliver, install and implement the new data storage infrastructure will largely be completed by August 1st and the WCC IT staff will then complete the migration of our current data to the new storage infrastructure over the next 2 – 3 months, with a targeted full completion date of November 1st, 2016.

Summary

Upon completion of this project, WCC will have increased its total data storage capacity by 50%, improved systems performance through enhanced data storage hardware architecture and ensured long term hardware/software support: all of which will improve overall systems reliability, provide much needed increased storage capacity and establish a strong technology infrastructure for the college to build upon. Funding for this project is included within the FY 2016 Budget by utilizing the unallocated New Plant Investment funds of $205,000 and the remaining $20,000 from available IT FY 2016 budgeted resources. The data storage RFP committee is recommending awarding the contract to Avalon Technologies for a cost not to exceed $225,000.

RECOMMENDATION to the Board of Trustees

That the Board of Trustees approve the Enterprise Data Storage capital project in the amount of $225,000 and that funding would come from a transfer from the College's General Fund. We also request that the Board of Trustees approve the contract with Avalon Technologies in an amount not to exceed $225,000 for the purchase and implementation of additional data storage capacity.

ROLL CALL VOTE

Prepared by: William L Johnson
Title: VP and CFO

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

TAB N

WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
~~2015-2016~~ 2016-2017

Effective: ~~July 1, 2015~~ July 1, 2016

Support Staff Workers

Initial Hourly Wage Rate	Level I	Level II	Student
	~~$11.36~~ $11.53	~~$13.20~~ $13.40	~~$9.74~~ $9.89

Criteria for placement at Level II

Skills and Experience

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

Student Workers:

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

Club Sport Coaches

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

TUITION GRANT FOR PART-TIME SUPPORT STAFF

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

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

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

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

ADA/EEO/Title IX/Section 504 Compliance Statements

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

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

WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
2016-2017

Effective: July 1, 2016

Support Staff Workers

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Dance- Women's	$3,500
Hockey- Men's	$3,500
Soccer- Men's	$2,500
Soccer- Women's	$2,500
Softball- Women's	$2,500
Volleyball- Men's	$2,500
Volleyball- Women's	$2,500

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Washtenaw Community College
Office of Facilities Management

May 24, 2016

DISCUSSION ON PROPOSED CAPITAL EQUIPMENT PURCHASE

Background

The College has 291 acres of land of which 110 acres are maintained by our Grounds Maintenance, Building Maintenance, and Campus Services Departments. We also use and maintain several large pieces of equipment that are essential in maintaining the grounds as well as transporting large heavy pieces of equipment across the campus on a daily basis.

One piece of equipment used by several Facilities Management departments including Campus Services, Grounds Maintenance, and Building Maintenance, and is essential to their daily operations, is a high capacity forklift truck. Our existing forklift truck was purchased in 1993 and is 23 years and is currently out of service and tagged as unsafe by our maintenance service provider.

Our Campus Services Department has worked with the College's Purchasing Department to review and prepare bid documents for acceptable manufacturers of this type of equipment. It was determined that the Caterpillar Lift Truck offers the best value for the division's needs.

On May 5, 2016 bid #5738 was received in the Purchasing Office for an 8,000 pound capacity Caterpillar Lift Truck with accessories, and including trade-in, from Fraza Forklifts of Canton Michigan in the amount of $60,335.91 as the lowest responsible and responsive bidder.

Funding and Budget Source

Funding for this equipment would come from the Facilities Management capital equipment funds when approved by the Board for the General Fund Operating Budget in fiscal year 2016-17.

Recommendation

That the Board of Trustees approve the purchase of the Caterpillar Lift Truck with accessories as submitted in bid #5738 in the amount of $60,335.91 from Fraza Forklifts of Canton, Michigan during the Board's regular meeting on June 28, 2016.

Washtenaw Community College
Office of Facilities Management

May 24, 2016

DISCUSSION ON PROPOSED CAPITAL EQUIPMENT PURCHASE

Background

The College has 291 acres of land of which 110 acres are maintained by our Grounds Maintenance Department. We also use and maintain several large pieces of equipment that are essential in maintaining the grounds and providing an attractive, safe, and welcoming campus for students, staff, and visitors.

One piece of equipment used by our Grounds Department that is essential to their operation, and used year round, is the 2002 John Deere Utility vehicle with power broom. This piece of equipment is 14 years old and beyond is useful life as it is in constant repair and wastes our mechanics time and resources. We propose to replace this equipment with a Bobcat Hydraulic Utility vehicle with the capability of utilizing our existing John Deere attachments as well as several of our others components including auger, mulching, and light tree and brush removal.

Our Grounds Department has worked with the College's Purchasing Department to review and prepare bid documents for acceptable manufacturers of this type of equipment. It was determined that the Bobcat Toolcat 5600 Utility Vehicle is the best value for the department's needs.

As a member of MI Deal State Cooperative, the College receive the best pricing from the State's bidding process from competitive vendors. A quotation was received from a MI Deal listed vendor, Bobcat Company, through its local distributor Diuble Equipment of Ann Arbor.

Funding and Budget Source

Funding for this equipment would come from the Facilities Management capital equipment funds when approved by the Board for the General Fund Operating Budget in fiscal year 2016-17.

Recommendation

That the Board of Trustees approve the purchase of the Bobcat Toolcat Hydraulic Utility vehicle in the amount of $54,587.43 from Diuble Equipment of Ann Arbor, Michigan during the Board's regular meeting on June 28, 2016.

TAB P

Board of Trustees
Washtenaw Community College

Discussion

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

Subject	Date
2016 -2017 Faculty Sabbaticals	May 26, 2015

RECOMMENDATION

That the Board of Trustees approve the attached requested 2016-2017 Faculty Sabbatical Leaves.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Dr. Michael Nealon
Title: Vice President of Instruction

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

Summaries for Recommended Sabbatical Leave Requests

(from Justin Carter, *Sabbatical Leave Summaries Memorandum,* April 14, 2016)

Maryam Barrie: English Department, Fall 2016

While on sabbatical, Maryam plans to develop an Open Educational Resource (OER) for English 214. The OER will include an anthology of works presented in the course with introductory and contextual information to make the OER readily useful to students. She will explore incorporating class handouts that have been written from her previous English 214 sections she has taught throughout her tenure at WCC. She will also submit several pieces (poems and essays) for publication to expand her skill as a writer. She will interface with a local writers ' group to gain feedback on the works she will create in order to foster her continued grow as writer. She will be submitting her written material to the non-profit monthly journal, *The Sun* for publication.

Michelle L. Garey: Foreign Language Department, Fall 2016

Michelle plans to examine the availability and efficacy of open educational resources, OERs, for Spanish language courses. Because language courses are skills-based and require built-in practice opportunities for student success, adequate language courses OERs tend to be much harder to come by. To remedy this, she will explore new approaches, materials, methodologies, and modes of instruction and identify new materials and resources that can be integrated into WCC's Spanish curriculum. Michelle will also compile an online portfolio of open educational resources for Spanish language instruction that can be used by faculty and students, as well as those in the community interested in Spanish study. Michelle wants her OER model to serve as a guide for other foreign language courses such as Arabic, French, German, and Mandarin.

Jessica Hale: Academic and Career Skills (ACS) Department, Winter 2017

Jessica proposes to develop an improvement plan for WCC's emergency food pantry to serve a larger portion of the student population to remove barriers to student success, retention and completion. She will investigate how other institutions establish a link between the food pantry and course curriculum eventually incorporating it into WCC's First Year Experience courses, namely ACS 065/095/111 and possibly ACS 108. Her improvement plan research will include information gathered from site visits to Eastern Michigan University's Food Pantry, the Michigan State University Food Pantry, and the Grand Rapids Community College Food Pantry.

Mary Mullalond: English/Writing Department, Winter 2017

In an effort to lessen WCC student's financial burden of purchasing conventional English textbooks, Mary proposes to develop Open Education Resource (OER) materials for all faculty who teach English 226 Composition II. Her intent is to create the first department-used OER "textbook" that will include four main types of resources that are found in existing argumentative writing textbooks: 1) Explanations of different forms of arguments and fallacies; 2) Quality examples of different forms of arguments, written by professional writers; 3) Student examples of different arguments, written by actual community college students; 4) Writing process suggestions, to help students use the writing process to plan, draft, edit, and revise their writing. She plans to make an easily accessible and useable OER available in the mobile phone environment or in printed book form. Additionally, she intends to pilot the OER in the online version of English 226 in the semester she returns from sabbatical leave.

Claire Sparklin: Humanities - Communication Discipline, Winter 2017

Claire's sabbatical work will focus on developing an Open Educational Resource (OER) sharable learning object that engages students in course materials through a student-centered, personalized learning, role immersion activity. The OER will offer instructors teaching Communications 225 and the larger teaching community, an adaptive tool to create long or short duration classroom activities both for on-campus and online environments. The OER will contain a role play character bank available to students that will include brief printable descriptions, photos and illustrations of historically significant figures and 'tag' them with searchable terms such as defining characteristics lifespan, location, and related information.

Elisabeth Z. Thoburn: Humanities, Winter 2017

Elisabeth's sabbatical is intended to round out the non-western Humanities classes at WCC. The Humanities program currently offers a Global Monuments class as well as classes on the African-American experience and on the Middle East. Elisabeth will develop a class featuring South-East Asia and the Far East. Elisabeth has previously traveled to many of these regions. In 2014, she visited Japan for 10 weeks. In 2015, she visited Myanmar for 6 weeks. This summer, 2016, she will travel to Indonesia for 8 weeks. For this sabbatical, she proposes travel to China, Tibet and Nepal to further round out the information for this course. Elisabeth will conduct field research, photograph the sites, and study the culture (geography, food, climate, applied and high arts, and the people), keeping an online travel diary which will be linked to further source-material.