Washtenaw Community College

Office of the President

FEBRUARY 28, 2017
MONTHLY MEETING OF
THE BOARD OF TRUSTEES

On **February 28, 2017**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in Room 150, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

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. – FEBRUARY 28, 2017
ROOM 150, MORRIS LAWRENCE BUILDING
4800 E. Huron River Drive, Ann Arbor, Michigan

I. CALL TO ORDER, APPROVAL OF AGENDA

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

January 24th Monthly Meeting

III. CITIZEN PARTICIPATION

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

IV. SPECIAL REPORTS

A. Award winners at the 2017 LAND Conference
B. Portrait Unveiling
C. Life Images of Today and Tomorrow program
D. YouthBuild Presentation
E. Partnerships with Dexter, Brighton and Gennet

V. REPORTS

A. Monthly Reports
   1. Personnel Recommendations **(Action)**..... **Tab B**
   2. Financial Reports (January 2017) **(Action)**..... **Tab C**
   3. Facilities Development Report ..... **Tab D**

VI. REMARKS

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

VII. NEW BUSINESS

A. Discussion
   1. Human Simulator Purchase..... **Tab E**
   2. Policy 3010 update – 1st reading ..... **Tab F**

VIII. ADJOURNMENT OF MONTHLY MEETING

Board of Trustees
Washtenaw Community College

TAB A

ACTION

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

Subject
January 24th Monthly and Organizational Meeting Minutes

Date
February 28, 2017

RECOMMENDATION

That the Board of Trustees approve the minutes of the January 24th Monthly and Organizational Meeting minutes as submitted.

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

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

WASHTENAW COMMUNITY COLLEGE
ORGANIZATIONAL & MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. - JANUARY 24, 2017

CALL TO ORDER

Call to order

The Organizational Meeting of the Board of Trustees of Washtenaw Community College was called to order by President Rose Bellanca on January 24, 2017 at 6:05 p.m. in Room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

Present: Trustee Angela Davis, Trustee David DeVarti, Trustee Christina Fleming, Trustee Ruth Hatcher, Trustee Richard Landau, Trustee Diana McKnight-Morton and Trustee Bill Milliken.

ELECTION OF OFFICERS (Action)

Election of Officers (Action)

Chair

Chair

Trustee Landau nominated Trustee McKnight-Morton for the position of Chair of the WCC Board of Trustees for the two-year period ending December 31, 2018.

The election of Trustee McKnight-Morton as Chair was supported unanimously. The motion was adopted.

Vice Chair

Vice Chair

Trustee Landau nominated Trustee Fleming for the position of Vice Chair of the WCC Board of Trustees for the two-year period ending December 31, 2018.

Trustee DeVarti nominated Trustee Hatcher for the position of Vice Chair of the WCC Board of Trustees for the two-year period ending December 31, 2018.

Chair McKnight-Morton nominated Trustee Milliken for the position of Vice Chair of the WCC Board of Trustees for the two-year period ending December 31, 2018.

A roll call vote was taken. The results were: Chair McKnight-Morton, Fleming; Trustee Davis, Fleming; Trustee DeVarti, Hatcher; Trustee Fleming, Hatcher; Trustee Hatcher, Hatcher; Trustee Landau, Fleming; and Trustee Milliken, Fleming.

The election of Trustee Fleming as Vice Chair was supported 4:3. The motion was adopted.

Secretary

Secretary

Trustee Landau nominated Trustee Davis for the position of Secretary of the WCC Board of Trustees for the two-year period ending December 31, 2018.

A roll call vote was taken. The results were: Chair McKnight-Morton, Davis; Vice Chair Fleming, Davis; Trustee Davis, Davis; Trustee DeVarti, *(did not vote);* Trustee Fleming, Davis; Trustee Ruth Hatcher, *(did not vote)*; Trustee Landau, Davis; and Trustee Milliken, Davis.

The election of Trustee Davis as Secretary was unanimously supported by voting Trustees. The motion was adopted.

Secretary (cont)

Treasurer

Trustee Landau nominated Trustee Milliken for the position of Treasurer of the WCC Board of Trustees for the two-year period ending December 31, 2018.

Treasurer

A roll call vote was taken. The results were Chair McKnight-Morton, Milliken; Vice Chair Fleming, Milliken; Secretary Davis, Milliken; Trustee DeVarti, (*did not vote*); Trustee Fleming, Milliken; Trustee Ruth Hatcher, Milliken; Trustee Landau, Milliken; and Trustee Milliken, Milliken.

The election of Trustee Milliken as Treasurer was unanimously supported by voting Trustees. The motion was adopted.

CALL TO ORDER

Call to Order

The Monthly Meeting of the Board of Trustees of Washtenaw Community College was called to order by Chair Diana McKnight-Morton on January 24, 2017 at 6:24 p.m. in Room 150, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

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

APPROVAL OF AGENDA (Action)

APPROVAL OF AGENDA (Action)

It was moved by Trustee Landau, seconded by Vice Chair Fleming that the Board approve the amended agenda for the January 24 Monthly Meeting.
The motion was adopted.

2017 and 2018 Schedule of Monthly Board Meetings (Action)

2017 and 2018 Schedule of Monthly Board Meetings (Action)

It was moved by Trustee Landau, seconded by Vice Chair Fleming that the Board adopt and publish the calendar of regular meetings* for 2017 and 2018 as indicated on the attached sheets, with exceptions as indicated in italics. The fourth Tuesday of each month is established as the regular monthly meeting time at 6:00 p.m. in Room 150 of the Morris Lawrence Building. The motion was supported unanimously. The motion was adopted.

Trustee Assignments

Chair McKnight-Morton asked Trustees to email her with their interest(s). Trustee Assignments will be made at the February Meeting.

Trustee Assignments

Approval on Minutes (Action)

It was moved by Trustee Landau, seconded by Treasurer Milliken that the Board approve the minutes of the December 6th Monthly Meeting. The motion was adopted.

Approval on Minutes (Action)

CITIZEN PARTICPATION

CITIZEN PARTICPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty, welcomed Trustee Milliken and Davis to WCC. He also mentioned the great work of Barry Wilkins noting he will be missed after his retirement.

Lastly, Mr. Fitzpatrick asked that a serious look be taken at distance learning enrollments.

WCC Education Association

Public and Written Comment

There was no public comment given.

There was no written communications received.

Public and Written Comment

SPECIAL REPORTS

Special Reports

Transforming Lives – A CC-STEP Grant Story

Mr. Brandon Tucker, Dean, Advanced Technology & Public Service Careers introduced Mr. Thomas Penird, Industrial Technology faculty member.

Mr. Penird spoke to the Board about the process the Mechatronics Department went through to create a functional prosthetic hand for an eight year girl.

Transforming Lives – A CC-STEP Grant Story

WCC and AutoMobili-D and Governor's State of the State

Dr. Michelle Mueller, Vice President of Economic, Community and College Development reminded the Board of the mission of the Advanced Transportation Center.

WCC and AutoMobili-D and Governor's State of the State

Ms. Mueller showed the board a short video clip of the WCC's Autoshow presence and the Governor's State of the State in which he mentions WCC.

Taping Board Meetings

Mr. Victor Liu, Dean of Learning Resources, reported to the Board on the metrics of the pilot recording program. The Board decided to continue recording meetings.

MONTHLY REPORTS

Personnel Recommendations (Action)

It was moved by Trustee Landau, seconded by Treasurer Milliken that the Board of approve the personnel recommendations as submitted. The motion was adopted.

Financial Reports (December 2016)

It was moved for Treasurer DeVarti, seconded by Trustee Hatcher that the Board receive the Financial Reports for December 2016 as submitted. The motion was adopted.

Facilities Development Report

Mr. Damon Flowers, Vice President of Facilities, Grounds, and Campus Safety, reminded the Board of the contents and purpose of the facility development report.

REMARKS

Remarks of Members of Board of Trustees

Trustee Hatcher thanked the Foundation for inviting the faculty donors to Mardi Gras. She also mentioned several great things faculty and departments are doing to support the community and our students.

President's Remarks

President Bellanca thanked the Faculty Professional Development Committee for planning the Winter Inservice. She also thanked the team who was involved in planning the MLK day celebration. Lastly she reminded Trustees about the MardiGrOZ on Feb. 4th.

Taping Board Meetings

MONTHLY REPORTS

Personnel Recommendations (Action)

Financial Reports (December 2016)

Facilities Development Report

REMARKS

Remarks of Members of Board of Trustees

President's Remarks

NEW BUSINESS

FY 17 Parking Lot Replacement Project

Mr. Damon Flowers, Vice President of Facilities and Campus Safety, mentioned this project is part of the deferred maintenance plan. The targeted completion date is June 28.

OLD BUSINESS

Campus Security System Upgrades Contract Award (Action)

It was moved by Trustee Landau, seconded by Trustee DeVarti that the Board of Trustees approve a construction contract with SimplexGrinnell of Farmington Hills, Michigan, as security system contractor for the Campus Security System Upgrades Project, for an amount not to exceed $166,466.00; contingent upon the College administration obtaining a satisfactory contract with the firm.

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

Motion to Adjourn Monthly Meeting (Action)

It was moved by Trustee DeVarti seconded by Trustee Landau that the Board adjourn the January 24, 2017 Monthly Meeting of the Board of Trustees. The motion was adopted. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

NEW BUSINESS

FY 17 Parking Lot Replacement Project

OLD BUSINESS

Campus Security System Upgrades Contract Award (Action)

Campus Security System Upgrades Contract Award (Action)(cont)

Motion to Adjourn Monthly Meeting (Action)

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject
Personnel Recommendation

Date
February 28, 2017

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
February 2017

Economic & Community Development

Part Time New Hire
Independent
Omer Winborn, Community Enrichment Trainer, $35.00 hourly

Facilities Development & Operations

Full Time Ending Employment
Barry Wilkins, Manager Recycling Operations, retirement, with thirty-five (35) years of service

Finance/Information Technology

Full-Time New Hires
Independent
David Lacerte, Senior Systems Engineer, $38.46 hourly

Office Professional/Technical
Lianna Styx, Accounts Receivable Clerk, $15.29 hourly

Instruction

Full-Time New Hires
Independent
Clarence Jennings, Dean Student Access, Success, Equity and Inclusion, $95,000 annually

Part-Time New Hires
Faculty - Classified & Professional Services Personnel
Nassem Aoude, Clinical Instructor II, Surgical Technology, $34.74 hourly

Professional Faculty
Cheri Dunn, Business, $852 per course contact hour

Aunmar Mohammed, Digital Media Arts, $852 per course contact hour

Mark Lane, English, $852 per course contact hour

Keith Stickley, Humanities, $852 per course contact hour
Diana Kelkenberg, Mathematics, $852 per course contact hour

Elizabeth Cheslak, Nursing, $852 per course contact hour
Tamika Hawkins, Nursing, $852 per course contact hour
Melissa O'Keefe, Nursing, $852 per course contact hour
Cherie Walker, Nursing, $852 per course contact hour
Debra Wendell, Nursing, $852 per course contact hour

Morgan Cheatham, Physical Science, $852 per course contact hour

Steven Kramer, Public Service Training, $852 per course contact hour
Charles Mosher, Public Service Training, $852 per course contact hour

Part-Time New Hires – cont.

Support Staff
Tashiana Carnes, Nursing, $13.40 hourly
Agnes Kilgore, Nursing, $13.40 hourly
Mace Mbidi-Glaou, Nursing, $13.40 hourly
Ivette Miranda, Residential Construction, $11.53 hourly
Quentin Skocelas, Residential Construction, $11.53 hourly

Public Relations/Marketing

Full-Time New Hires
Independent
Brendan Prebo, Associate Vice President Marketing & Communications, $120,000 annually

Student & Academic Services

Part-Time New Hires
Support Staff
Anastatia Baumgardner, Farm Help, $13.40 hourly

Foundation

No Report

Human Resources

No Report

President

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Financial Reports (January 2017)

Date

February 28, 2017

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for January 2017 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

January 2017

The financial narrative discusses the financial operating performance of Washtenaw Community College for the seven months ended January 31, 2017, fiscal year 2016-17.

Revenue

As of January 31, 2017, Total Revenues were $85.6 million; Total Expenditures and Operating Transfers were $57.0 million. Revenues in total are ahead of the expected budget for the first seven months of the year by approximately $830,000, mainly due to unbudgeted revenue from the Michigan Local Community Stabilization Authority.

State Appropriation revenue includes two amounts. It reflects seven months of the annual operating appropriation for the year, which, for the year is expected to fall short of budget by approximately $162,000. Additionally, the $740,000 received in December from the Michigan Local Community Stabilization Authority, is now grouped with State Appropriations. After considering the relevant factors regarding this new revenue, we concluded that the appropriate reporting category follows the source of the revenue, the State, rather than the revenue that it was intended to replace, Local Property Taxes. This presentation has been confirmed with our auditors, and is consistent with how the other community colleges are disclosing this revenue.

Receipts for Local Government Taxes are $44.1 million through January, which represents 89% of the total budgeted revenue from property taxes. This is approximately $87,000 ahead of the expected collections through the first seven months of the fiscal year.

As of the end of January, Winter Tuition revenue was approximately $40,000 short of its target for the semester. Consistent with results from the Fall semester, headcounts are level with projected levels with credit hour enrollment falling slightly below targets. Overall tuition revenue is keeping pace with the budget due to an increase in students from outside of Washtenaw County, coupled with a strong increase in DL enrollments. Revenue from Student Fees, which is tied more directly to credit hour enrollment, is slightly behind budget for the year-to-date.

Expenditures

Total Expenditures through January 31, 2017, represent 56 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately $2.2 million less than what was expected through the first seven months of the year.

The non-personnel variance items total approximately $1.05 million. The variances, which are spread across almost every area of campus, are a combination of both permanent and timing differences at this point in the fiscal year. The largest single negative variance is in Utility costs where the hotter, dryer summer; combined with micro-turbine #1 being offline since October; has caused increases in consumption of electricity, natural gas and water. Combining the increased consumption with rate increases for water/sewer and electricity has had a compounding effect.

The personnel-related variances of approximately $1.15 million can be attributed mainly to vacancies, in both full and part time positions, exceeding the budgeted vacancy level through the first seven months of the fiscal year. For the year, vacancies were budgeted to provide savings of approximately $2.0 million, which is included in the General Administration category. As the savings from vacancies are realized throughout the year, the various divisions are showing a positive variance to budget and the General Administrative category reflects an over-budget condition. Additionally, full time faculty overload, part time faculty contract and part time staff costs continue to generate positive variances. While certain variances are timing in nature, most of the personnel variance to-date is expected to be permanent savings.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of January 31, 2017

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
State Appropriations	13,813,800	8,058,050	8,754,460	696,410
Local Government Taxes	49,700,000	44,060,324	44,146,980	86,656
Tuition Fall	11,667,025	11,667,025	11,710,025	43,000
Tuition Winter	11,313,831	11,313,831	11,277,379	(36,452)
Tuition Spring	4,561,054	1,477,290	1,485,752	8,462
Total Tuition Revenue	27,541,910	24,458,146	24,473,156	15,010
Investment Income	650,000	359,667	322,030	(37,637)
Department Activities	373,800	202,938	217,609	14,671
Student Fees	4,311,957	3,567,958	3,540,852	(27,106)
Economic & Community Devl	812,405	466,676	486,933	20,256
Overhead Recovery	473,200	219,850	253,593	33,743
Trade Partnerships	3,345,385	2,614,164	2,714,426	100,261
Other Income	1,266,000	725,150	654,025	(71,125)
Total Institutional Revenue	11,232,747	8,156,403	8,189,467	33,064
Total Revenues	**102,288,457**	**84,732,923**	**85,564,062**	**831,140**
EXPENDITURES				
Humanities & Social Sciences	11,751,502	6,688,076	6,538,677	149,399
Math, Science & Engineering Technologies	8,934,530	5,133,260	5,012,308	120,952
Health Sciences	5,052,813	2,929,432	2,698,541	230,892
Business & Computer Technologies	7,083,409	4,039,739	3,813,718	226,021
Advanced Technologies & Public Service Careers	7,120,034	4,051,417	3,862,370	189,046
Continuing Education	603,836	331,512	254,645	76,866
Distance Learning	1,603,761	889,869	881,908	7,961
Instructional Support	13,801,455	8,445,509	7,866,888	578,621
Total Instruction	55,951,340	32,508,814	30,929,055	1,579,759
Student Services	8,332,118	4,780,047	4,396,891	383,156
Scholarships	1,417,676	1,182,006	1,165,417	16,589
Executive Management	2,020,359	1,206,868	1,097,294	109,573
General Admin - Institutional Services	6,558,959	3,647,429	4,510,918	(863,489)
MIS/Computer Services	6,094,353	3,683,244	3,408,188	275,056
Public Relations Development	3,464,044	1,825,433	1,365,326	460,106
Community Services	1,917,989	1,096,920	1,028,272	68,649
Physical Plant Operations	10,179,633	5,795,116	5,602,017	193,099
Utilities	1,969,000	1,028,466	1,254,701	(226,235)
Equipment	1,627,311	946,978	733,943	213,034
Total Non-Instruction	43,581,442	25,192,506	24,562,968	629,538
Total Expenditures	**99,532,782**	**57,701,320**	**55,492,023**	**2,209,297**
OPERATING TRANSFERS				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,925,675	235,338	235,338	-
Health & Fitness Center	(1,550,000)	(775,000)	(775,000)	-
Deferred Maintenance	1,300,000	1,300,000	1,300,000	-
Total Operating Transfers	**2,425,675**	**1,510,338**	**1,510,338**	**-**
Total Expenditures and Operating Transfers	**101,958,457**	**59,211,658**	**57,002,361**	**2,209,297**
Operating Revenue Over Expenditures &Transfers	**330,000**	**25,521,265**	**28,561,701**	**3,040,436**
OTHER NON-OPERATING ACTIVITY				
Transfer to Unexpended Plant - Budgeted	(330,000)	-	-	-
Unrealized Gain/(Loss) on Investment	-	-	(576,736)	(576,736)
Total Revenue over Expenditures & Transfers	**-**	**25,521,265**	**27,984,965**	**2,463,700**

Capital Fund
Project Summary
January 31, 2017

Project Category	Budget	Actuals	Commitment	Balance
Revenues				
State Appropriation CC - STEP Equipment *	4,474,727	3,910,049	-	(564,678)
General Fund	6,055,178	6,055,178	-	-
Total Revenues	**$ 10,529,905**	**9,965,227**	**-**	**(564,678)**
Construction/Repair Projects				
Storage Receiving Building				
Renovations:				
SRB Addition	1,830,000	1,827,500	-	2,500
Total Storage Receiving Building	**$ 1,830,000**	**$ 1,827,500**	**$ -**	**$ 2,500**
Campus Wide				
System Improvements:				
Classroom & Lab access Control	570,802	552,707	2,340	15,755
CC - STEP Equipment *	7,585,412	7,178,967	218,036	188,409
Campus Security System Upgrades	318,691	3,760	166,466	148,465
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	**$ 8,699,905**	**$ 7,959,514**	**$ 386,842**	**$ 353,550**
Grand Total Construction/Repair Projects	**$ 10,529,905**	**$ 9,787,014**	**$ 386,842**	**$ 356,049**
Revenue Over (Under) Expenditures		**$ 178,213**		

* At their November 15, 2016 meeting, the WCC Board of Trustees approved an increase of $395,000 to the CC-STEP project (raising the potential project budget to $7,905,319 and the potential State Appropriation to $4,794,634) under the condition that the increase be fully funded by State of Michigan. To date, the State has awarded $75,093 of this additional funding, which has been incorporated into the project and related revenue budgets.

Washtenaw Community College
Deferred Maintenance Fund
January 31, 2017

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		8,800,000
Completed projects		(5,971,930)
Projects in process		(2,474,128)
Uncommitted Fund Balance		**353,942**
Completed Projects:		Final Cost
Projects completed in prior years		4,871,338
Current year completed projects:		
THFC Flooring Material Replace		104,962
MLB Chillers Replacement		754,406
MLB Siemens Temperature Controls Upgrade		99,167
POB Roof Replacement		102,000
Total of FY17 completed projects < $50,000 each		40,057
	Total Completed	**5,971,930**
Projects in Process or scheduled to begin:		Allocated Budget
Replace PO H & V Units		80,000
Parking Lots Replacement		1,040,000
CLASB 2nd Fl to SC Storefront Replace		65,341
CLASB Window & Sill Replacement-3rd Floor		420,497
TIB NE & SE Storefront Replace		160,000
BEB Boiler&VAV Box Replacement		175,000
CLASB Humidification Boiler Replacement		75,000
CLASB 2nd Fl window and sill		285,000
OEB replace single pane windows with insulated glass		125,000
Total of other projects < $50,000 each		48,290
	Total in Process	**2,474,128**
Additional projects pending for next twelve months		Expected Budget
Energy Center boiler control and boiler valve replacement		75,000
GMB Penthouse replace main building transformers		125,000
Total of other projects < $50,000 each		114,000
	Total Pending	**314,000**

Washtenaw Community College

WCC Active Portfolio
Portfolio Management
Portfolio Summary
January 31, 2017

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	-	-	-	0.00%	-	0	0.000	0.000
Federal Agency Coupon Securities	5,000,000.00	4,883,481.52	5,004,903.83	19.85%	3,325	2675	2.124	2.154
Federal Agency Discount - Amortizing	1,000,000.00	998,605.00	998,760.00	3.96%	178	93	0.488	0.495
Treasury Coupon Securities	2,000,000.00	2,000,640.00	2,000,677.62	7.94%	193	27	0.414	0.420
State of Michigan Coupon Securities	2,000,000.00	1,960,380.00	2,002,632.49	7.94%	1,768	1552	1.534	1.556
Municipal Bonds	15,125,000.00	15,183,728.75	15,200,652.04	60.30%	1,866	1435	2.046	2.075
	25,125,000.00	**25,026,835.27**	**25,207,625.98**	**100.00%**	**1,948**	**1,525**	**1.830**	**1.855**

Investments

Total Earnings	Month Ending 1/31/2017	Fiscal Year 2016 - 2017 To Date	Month Ending 1/31/16	Fiscal Year 2015 - 2016 To Date
Current Year	39,626.92	276,747.32	68,385.50	353,434.16
Average Monthly Balance - Long Term Invested Balance		24,479,422.41		25,112,564.88
Effective Rate of Return - Long Term Invested Balance		1.94%		2.41%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 1/31/2017	**0.84%**	**1.19%**	**1.90%**	**2.45%**	**2.78%**

Reporting period 01/01/2017-01/31/2017

Washtenaw Community College
Office of Facilities Management

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- A construction contract has been issued to SimplexGrinnell and a phasing and installation plan has been completed.
- In-house staff have completed 50% of the infrastructure for the new card readers and lockdown devices.

During the next 30 days the SimplexGrinnell will begin order materials and our in-house staff will continue to install the system infrastructure materials.

Deferred Maintenance Schedule Update

1.	BEB Boiler Replacement *Budget = $85,000*	*Engineering design work is nearing completion.*
2.	POB Roofing and Siding Replacement *Budget = $102,000; actuals to date = $101,245*	*Complete*
3.	BEB Variable Air Volume (VAV) terminal units (40) replacement *Budget = $90,000*	*Project engineering work is nearing completion*
4.	CLASB humidification boilers replacement for AHU-1, AHU-2, and AHU-5 *Budget = $75,000;*	*Project engineering work is nearing completion.*
5.	Energy Center water cooled heating pump(s) replacement with air cooled pumps and piping reconfiguration *Budget = $75,000*	*Project engineering work is nearing completion.*
6.	Storm Sewer Drain Cover Repairs *Budget = $80,000*	*Construction work is on going*
7.	CLASB 2nd Floor to SCB Storefront Replacement *Budget = $65,341; actuals to date = $8,910*	*Project out for bids.*
8.	T&I Northeast Entrance Storefront Replacement *Budget = $80,000*	*Project is out for bids.*
9.	T&I NE and SE Entrance Storefront Replacement *Budget = $160,000*	*Project is out for bids.*
10.	FY 17 Parking Lots #1 and #7 Replacement *Budget = $1,040,000*	*Project is in preparation for bids.*

11.	POB Furnace(s) Replacement *Budget = $40,000*	*Complete*
12.	MLB Siemens Chiller Temperature Controls Upgrade *Budget = $99,200*	*Complete*
13.	HFC Fitness Center Flooring Replacement *Budget = $106,013*	*Complete*
14.	MLB Chiller Replacement *Budget = $754,406; actuals to date = $739,607*	*Complete*
15.	GM Main Transformer Replacement *Budget = $75,000*	*Engineering work is nearing completion*
16.	HFC Parking Lot Lighting Conversion to LED *Budget = $18,000*	*Design work is nearing completion*
17.	CLASB 2nd Floor Window and Precast Sill Replacement *Budget = $285,000*	*Design work is complete and project is out for bids.*
18.	GMB Carpet Replacement – 1st and 3rd floors *Budget = $75,000*	*Design work is under way.*
19.	T&I Ceramics Lab Exhaust System Upgrades *Budget = $11,000*	*Engineering work is nearing completion*
20.	Campus Primary Electrical Service Line Conditioning *Budget = $95,000*	Engineering study is nearing completion

Campus Repair & Maintenance Projects Update

1.	ML 152 Recording Studio & ML 154 Modifications Budget = $70,000	*Complete*
2.	SCB Student Orientation Space Re-design *Budget=$45,000*	*Complete*
4.	SCB Veterans Center Modifications *Budget=$100,000*	*Project has been bid and contracts are being issues.*
5.	ML Police Academy Milo Simulator *Budget = $45,000 actual $27,291*	*Complete*
6.	Local 669 Sprinklerfitters Office Relocation and Renovations *Budget = $40,000*	*Complete*
7.	GMB On-Line Learning Lab GM 225/227 *Budget = $20,000*	*Complete*
8.	HFC Sauna and Steam Room Modifications *Budget = $22,000*	*Bids under review*
9.	Community Park Trail Improvements *Budget = $30,000*	*Design requirements under review*
10.	BEB HRM Emergency exit access and conference room modifications. *Budget = $32,000;*	*Program planning and design work complete.*
11.	Campus Services Relocation and Remodeling *Budget = $40,000*	*Complete*

12.	Enrollment Services Call Center Expansion *Budget = $18,000*	*Complete*
13.	Police Academy Office Renovations *Budget = $38,000*	*Complete*

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

None issued during this period

Washtenaw Community College

Health Sciences Division

Dean Valerie Greaves

TAB E

Discussion

Background Information:

The purpose of this document is to provide the Board of Trustees with information on the Laerdal SimMan 3G- Patient Simulator being requested for purchase for the nursing department, which will require Board approval.

Current Nursing Education Initiatives Impacting Need:

The Michigan Board of Nursing (MBON) released a statement in 2016, stating that up to 50% of nursing clinical time can now be spent in a Simulation Lab. Current research has demonstrated the use of simulation lab time to be more or equally beneficial for nursing students in comparison with actual clinical time (Aebersold & Tschannen, 2013). Hands on experience with patient simulators gives students the opportunity to experience treatment of a greater variety of illnesses and chronic diseases that they may not necessarily experience while in the actual clinical setting. The increased use of Patient Simulation to better prepare healthcare providers is a trend that we are experiencing internationally. The increased use of simulation will also assist the nursing program with requiring fewer clinical sites, which has proven to be more challenging each year, especially as the student enrollments continue to grow in the nursing program.

Laerdal SimMan 3-G:

The Laerdal SimMan 3-G is noted for being an easy to use advanced patient simulator. Currently over 1100 systems are in use throughout the world. This unit is designed to deliver the most realistic training possible including: automatic drug recognition, light sensitive pupils, bodily fluid excretion and Wi-Fi portability.

Cost:

This cost which includes (1) Laerdal SimMan 3-G- Human Simulator, as well as training on this specific unit for our simulation technicians is $99,284.92.

Proposed Updates to Policy 3010

Policy 3010 – Assurance of Student Success – has been in place since 1988. The policy assures employers and transfer institutions that students who complete a WCC degree have the occupational and content skills to be successful in their job or class at the accepting transfer institution. The policy has been updated to correct staff titles involved in the process.

3010 - Assurance of Student Success Policy

General Assurance Provisions

Washtenaw Community College (WCC) is committed to assuring that all its degree graduates demonstrate the knowledge and performance skills that are specified in their program major. This assurance extends beyond the students' graduation at WCC to include their performance in the occupational area they studied or in successfully transferring into a similar or compatible major at a four year college or university. In particular, WCC gives assurance to its graduates, their employers, and to transferring institutions, that persons earning degrees with a "C" average or better in their area (s) of major study are fully competent at the associate degree level. The specific assurances are as follows:

Application to Occupational Programs

WCC assures that the occupational courses completed with a grade of "C" or better in a degree program will provide entry-level skills normally expected in that particular occupational field. Any student who does not successfully demonstrate these skills will be permitted to retake a specified course or courses without an additional tuition charge if the following conditions are met:

1. an employer who has judged a WCC graduate as not having occupational entry-level skills specifies in writing the skill deficiencies and requests remediation,
2. the retraining request is made within 18 months after completing the WCC degree,
3. the student had previously taken a course or courses specifically in the skill deficient area(s) earning a grade of "C" or better.

Application to Transfer Programs

WCC assures that its transfer courses, as part of a standard degree program, will provide the expected knowledge and skills necessary for a student to be successful with junior year courses in the same field of study at a four year college or university. Any student who does not successfully demonstrate the requisite knowledge or competency which results in poor course performance, will be permitted to retake a specified course or courses without any additional tuition charge if the following conditions are met:

1. A representative from the transferee institution shows evidence (transcript of course performance below the "C" level or other evidence acceptable to WCC) that the WCC graduate lacks prerequisites knowledge or skill in the major field of study and in writing requests remediation,
2. The request to retake courses is made within 18 months after completing WCC degree,
3. The student had previously taken a course or courses specifically in the area of deficiency and had earned a grade of "C" or better.

Limitations

The tuition free retraining or course "retakes" are limited to 18 credits of re-registration regardless of outcome. Retaking of appropriate course work to this limit would be the sole obligation of WCC for students showing the above cited performance deficiencies.

Activating the Assurance Policy

A student or graduate who wishes to submit a claim or complaint based on these assurance provisions will be referred to the Dean of Enrollment and Student Services to determine if the complaint or claim is covered by the policy. Complaints or a claims that are covered by this policy would in turn be referred by the Dean to a student success ad hoc review panel. Each ad hoc panel would have the following faculty and staff representation:

1. Dean of Enrollment and Student Services
2. Instructional dean from the program area involved
3. Faculty member from the program area
4. A counselor

The graduate would work with the counselor in collecting all the relevant information related to the claim. Once compiled, the information is presented to the ad hoc board for deliberation and decision. The graduate will be notified of the decision by the counselor who will then work with the individual to implement the recommended action. Denials may be appealed to the Vice Presidents for Instruction and Student Services for a final decision.

Effective Date

This policy will apply to all WCC associate degree graduates who complete their program requirements during or after the Winter 1989 semester.

Adopted: September 13, 1988
Administrative Review: May 2002
(3010)

Proposed

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Effective Date

This policy will apply to all WCC associate degree graduates who complete their program requirements during or after the Winter 1989 semester.

Adopted: September 13, 1988
Administrative Review: May 2002
Updated: February 2017
(3010)