



Office of the President

**FEBRUARY 27, 2018
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **February 27, 2018**, 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. Immediately following the Monthly Meeting the Board will meet in Closed Session in ML 120 to discuss collective bargaining.

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

WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. – FEBRUARY 27, 2018
ROOM 150, MORRIS LAWRENCE BUILDING
4800 Huron River Drive, Ann Arbor, Michigan

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

- II. **APPROVAL OF MINUTES (Action).....Tab A**
 January 23rd Monthly Meeting

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

- IV. **SPECIAL REPORTS**
 - A. Sabbatical Report: Researching Emory Upton
 - B. Vendor Diversity Report
 - C. Affirmative Action Report

- V. **REPORTS**
 - A. Monthly Reports
 - 1. Personnel Recommendations **(Action).....Tab B**
 - 2. Financial Reports (January 2018) **(Action).....Tab C**
 - 3. Facilities Development ReportTab D

- VI. **REMARKS**
 - A. Remarks of Members of Board of Trustees
 - B. President’s Remarks

- VII. **OLD BUSINESS**
 - A. Action
 - 1. Technology Services Contract Award **(Action).....Tab E**
 - 2. Contract Extension of Power Wellness **(Action).....Tab F**
 - 3. BEB Ceiling Contractor Change Order **(Action).....Tab G**
 - 4. External Auditor Contract Award **(Action).....Tab H**
 - 5. Recommendation for New Programs in 2018- 19 **(Action).....Tab I**
 - 6. Recommendation to Discontinue a Program in 2018-19 **(Action).....Tab J**

- VIII. **NEW BUSINESS**
 - A. Action
 - 1. Change to 2018 Schedule of Board Meetings **(Action).....Tab K**
 - B. Discussion
 - 1. Parking Structure Repairs Project.....Tab L

- IX. **ADJOURNMENT OF MONTHLY MEETING (Action) - The Board of Trustees will meet in closed session to discuss collective bargaining.**

Board of Trustees
Washtenaw Community College

TAB A

ACTION

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

Subject
Approval of Minutes

Date
February 27, 2018

RECOMMENDATION

That the Board of Trustees approve the minutes of the January 23rd Monthly Meeting as submitted.

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

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

**MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, JANUARY 23, 2018**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair McKnight-Morton on January 23, 2018 at 6:03 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, Trustee Ruth Hatcher and Trustee Richard Landau.

Absent: Secretary Angela Davis and Trustee David DeVarti

Approval of the Agenda (Action)

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board approve the January 23rd Monthly Meeting agenda. The motion was adopted.

Approval of Minutes (Action)

It was moved by Trustee Landau and seconded by Vice Chair Fleming that the Board approve the minutes of the December 12th Monthly Meeting. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty stated that he was pleased to see the addition of the WCCEA negotiations team. Lastly, he thanked Lynn Grace and Vice President Veltri for the speedy and through response to the 3% ruling.

Public Comments

There were no public comments.

Written Communications

There were two communications received.

SPECIAL REPORTS

Technology Trends in Higher Education

Mr. William Johnson, Vice President and CFO lead a discussion on the following topics:

- The Internet of Things
- 2017 Top Trends in Technology
- Information Security Leading Issues
- Student Success and the Role of IT
- Data Governance
- Regulatory Compliance
- Technology Delivery Agility
- Cost Effective Technology Service Model
- WCC's Responses

Call to Order

Approval of Agenda (Action)

Approval of Minutes (Action)

Citizen Participation

WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

Technology Trends in Higher Education

Lastly, he spoke about the recent IT Assessment Report and the recommendations for WCC.

MONTHLY REPORTS

Personnel Recommendations (Action)

It was moved by Trustee Hatcher and seconded by Trustee Landau that the Board approve the personnel recommendations as listed. The motion was adopted.

Financial Reports (December 2017) (Action)

It was moved by Treasurer Milliken and seconded by Trustee Landau that the Board receive the Financial Reports for December 2017 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds. The motion was adopted.

Facilities Development Report

Mr. William Johnson, Vice President and CFO informed the Board that the contract for the ATC design has been awarded. Lastly, he mentioned the fan terminal work for the second floor of BE will be complete in July.

Remarks of Members of the Board of Trustees

Treasurer Milliken spoke about his experience as part of WCC at the North American Auto Show, noting WCC was the only community college there.

Trustee Hatcher thanked Vice President Veltri for the timely and informative memo about the MPSERS refund.

Chair McKnight-Morton spoke about her experience at the Auto Show, specifically mentioning the panel that President Bellanca and WCC student Kali Wealch took part in.

President's Remarks

President Bellanca spoke about Kali Wealch stating that she attributes her success to the faculty members that she had at WCC. Lastly, she mentioned that WCC was mentioned in Diverse in Higher Education magazine as one of the top 100-degree producers.

Technology Services Contract Award

Mr. William Johnson, Vice President and CFO explained the process that was taken to reach the conclusion for the need for the Technology Services Contract.

Technology Trends in Higher Education (cont)

MONTHLY REPORTS

Personnel Recommendation (Action)

Financial Reports (December 2017) (Action)

Facilities Development Report

Remarks of Members of the Board of Trustees

President's Remarks

Technology Services Contract Award

Contract Extension of Power Wellness

Mr. William Johnson, Vice President and CFO highlighted the performance of the Health and Fitness Center over the past 2 years while also explaining the increased focus on student engagement.

BE Ceiling Contractor Change Order Request

Mr. William Johnson, Vice President and CFO explained the necessity for the change order for the Ceiling Contract in the amount of \$44,000.00.

External Auditor Contract Award

Mr. William Johnson, Vice President and CFO explained to the Board the reasoning for selecting Rhemann as the college's external audit firm.

Recommendation for New Programs in 2018- 19

Ms. Eva Samulski, Dean of Business and Computer Technologies spoke about the two animation advanced certificates.

Ms. Kristen Good, Dean of Arts and Sciences talked about the Pre Engineering associate degree explaining how it is a partnership with Dean Tucker's division.

Mr. Brandon Tucker, Dean of Advanced Technology & Public Service Careers mentioned the multi-disciplinary approach for this program. Lastly, he stated this new program can be completed in 11 months.

Recommendation to Discontinue a Program in 2018-19

Dr. Kimberly Hurns, Vice President of Instruction explained the need to discontinue the C# Programming for Modern Computing Environments.

Appointment of Board Negotiating Team for 2018 WCCEA Contract (Action)

It was moved by Trustee Landau and seconded by Treasurer Milliken that the Board of Trustees approve the following resolution:

WHEREAS, on January 23, 2018, the Board of Trustees of Washtenaw Community College appoints its negotiations team to negotiate with the Washtenaw Community College Education Association, affiliated with MEA/NEA.

BE IT RESOLVED, that the Board of Trustees of Washtenaw Community College appoints as its negotiators the following individuals:

- Samuel Veltri, Chief Negotiator
- Kimberly Hurns, Negotiator
- Linda Blakey, Negotiator
- Brandon Tucker, Negotiator
- Kristen Good, Negotiator

Contract Extension of Power Wellness

BE Ceiling Contractor Change Order Request

External Auditor Contract Award

Recommendation for New Programs in 2018- 19

Recommendation to Discontinue a Program in 2018-19

Appointment of Board Negotiating Team for 2018 WCCEA Contract (Action)

Clarence Jennings, Jr., Negotiator
Michelle Benin, Negotiator

BE IT FURTHER RESOLVED, that these individuals be given the necessary power to make proposals, consider proposals, and make concessions in the course of negotiating or bargaining, subject to the final approval of the Board of Trustees.

The motion was adopted.

Motion to Adjourn Monthly Meeting (Action)

It was moved by Trustee Landau and seconded by Vice Chair Fleming that the Board move to adjourn the monthly meeting. The motion was adopted. The Monthly Meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

**Appointment of
Board Negotiating
Team for 2018
WCCEA Contract
(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

Date

Personnel Recommendations

February 27, 2018

RECOMMENDATION

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

Prepared by: Samuel Veltri

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

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

PERSONNEL RECOMMENDATIONS
February 2018

Economic & Community Development

Part Time New Hires

Independent

Laura Garrity, Trainer, \$45.00 hourly

Mark Rivett, Trainer, \$35.00 hourly

Facilities Development & Operations

Part Time New Hires

Support Staff

Michael Taylor, Custodian, \$14.40 hourly

Finance/Information Technology

Part Time New Hires

Independent

Chase Masten, Help Desk Technician, \$19.68 hourly

Full Time Ending Employment

Jessica Ritchie-Smola, Purchasing Agent, with less than two (2) years of service

Instruction

Full-Time New Hires

Office Professional Technical

Lori Colyer, Nursing & Health Science Secretary, \$15.79 hourly

Replacement

Part-Time New Hires

Faculty - Classified & Professional Services Personnel

Azadeh Al-Moghaddam, Non-teaching, Pharmacy Technology, \$35.00 hourly

Hassen Habhab, Instructional Laboratory Assistant – Auto Body Repair, \$19.49 hourly

Thomas Holvinski, Instructional Laboratory Assistant - Auto Body Repair, \$19.49 hourly

Professional Faculty

Carla Ragen, Culinary Arts, \$867 per course contact hour

Monte Thomas, Humanities, \$867 per course contact hour

James Simpson, Industrial Technology, \$867 per course contact hour

Kelli Smith, Media Digital Arts, \$867 per course contact hour

Theresa Bixler, Nursing, \$867 per course contact hour

Melinda Russell, Nursing, \$867 per course contact hour

Tammy Szakal, Nursing, \$867 per course contact hour

Joshua Barclay, Physical Science, \$867 per course contact hour
David Faber, Physical Science, \$867 per course contact hour

Part-Time New Hires

Independent

Erin Elly, Entrepreneurship Center Coordinator, \$21.57 hourly

Support Staff

Joseph Fields, Auto Body Repair, \$12.53 hourly

Lauren Murphy, Business, \$12.53 hourly

Student & Academic Services

Full-Time New Hires

Office Professional Technical

Amy Kenyon, Financial Aid Technician - Verifications, \$17.70 hourly

Replacement

Part-Time New Hires

Independent

Jessica Rutherford, Student Success Specialist, \$21.57 hourly

Robert Wright, Patrol Officer, \$14.50 hourly

Support Staff

Kimberly Harris, Financial Aid, \$14.40 hourly

Clark Kuipers, Financial Aid, \$14.40 hourly

Keanu Palmer, Student Connection, \$14.40 hourly

Margaret Spence, Learning Support Services, \$12.53 hourly

Foundation

No Report

Human Resources

No Report

President

No Report

Public Relations/Marketing

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject	Date
Financial Reports (January 2018)	February 27, 2018

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for January 2018 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

Prepared by: <u>William Johnson</u>	Recommended by: <u>Rose B. Bellanca Ed.D.</u>
Title: <u>CFO and Vice President of Finance</u>	Rose B. Bellanca, President

Financial Narrative

January 2018

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2017-18, the seven months ended January 31, 2018.

Revenue

As of January 31, 2018, Total Revenues were \$88.7 million; Total Expenditures and Operating Transfers were \$58.6 million. Revenues in total are ahead of the expected budget for the first seven months of the year by approximately \$1.6 million.

Winter Tuition revenue is slightly ahead of budget for the year. Actual average credits per student are slightly below last year, which is consistent with budget assumptions. However, this credit hour decline is offset by greater than planned out state and online credit hours. Revenue from Student Fees, which trends with enrollment, is also showing a positive variance because of both the strong overall registration activity, and increases in enrollments in occupational programs, which carry additional contact hour fees.

State Aid revenue reflects seven months of the annual appropriation for the new fiscal year, which is slightly more than what the College budgeted for the year. The State pays the annual appropriation in equal monthly installments from October through August. Contributing to the positive variance, the Local Community Stabilization Authority distribution came in approximately \$59,000 higher than the budgeted amount.

Receipts for Local Government Taxes are \$46.3 million through January, which represents 90 percent of the total budgeted revenue from property taxes. To-date, refunds of prior year taxes are running well below budget, indicating that this line item will outpace the current budget by at least \$500,000 for the year.

Expenditures

Total Expenditures through January 31, 2018, represent 56 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$1.9 million less than what was expected through the first seven months of the year.

The non-personnel variance items total approximately \$0.9 million. The variances are spread across all areas of campus. We consider a number of the variances to be timing differences; however, we do expect a significant portion will translate into permanent savings by the end of the year.

The personnel-related variance of approximately \$1.0 million is largely due to vacancies exceeding the budgeted vacancy level during the first seven months of the fiscal year. We view this largely as a permanent savings variance. For the year, vacancies were budgeted to provide savings of approximately \$2 million, based on an average of 20 vacant positions per month. Actual vacancies in full-time positions, however, have exceeded 30 each month since the beginning of the fiscal year. Additional savings from budgeted part-time positions have also contributed to the positive variance. As the savings from vacancies are realized throughout the year, the various divisions will show a positive variance to budget and the General Administrative category, which holds the budgeted vacancy savings, will reflect an over-budget condition.

Washtenaw Community College
Revenues and Expenditures - General Fund
Statement as of January 31, 2018

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	11,705,894	11,705,894	12,100,169	394,275
Tuition Winter	11,322,094	11,322,094	11,387,371	65,277
Tuition Spring	4,615,153	1,476,849	1,539,140	62,291
Student Fees	4,097,462	3,423,731	3,635,273	211,542
Total Tuition and Fees	<u>31,740,603</u>	<u>27,928,568</u>	<u>28,661,953</u>	<u>733,385</u>
Local Property Taxes	50,800,000	45,726,725	46,264,262	537,537
State Appropriations	14,402,000	8,644,833	8,760,524	115,691
Trade Partnerships	3,417,227	2,666,194	2,903,258	237,064
Investment Income	650,000	379,167	461,600	82,433
Other	1,879,435	1,125,982	996,160	(129,822)
Auxiliary Activities	1,198,000	659,652	633,803	(25,850)
Total Revenue	104,087,265	87,131,121	88,681,560	1,550,439
EXPENDITURES				
Humanities & Social Sciences	11,771,371	6,706,652	6,651,253	55,399
Math, Science & Engineering Technologies	8,914,700	5,054,774	5,006,668	48,106
Health Sciences	5,358,483	3,162,413	3,202,160	(39,747)
Business & Computer Technologies	7,028,302	4,021,391	3,927,336	94,055
Advanced Technologies & Public Service Careers	7,144,492	4,093,174	3,724,210	368,964
Continuing Education	611,987	325,959	244,674	81,285
Distance Learning	1,758,966	982,788	992,831	(10,042)
Instructional Support	13,253,428	8,142,611	7,598,139	544,473
Total Instruction	<u>55,841,729</u>	<u>32,489,763</u>	<u>31,347,270</u>	<u>1,142,493</u>
Student Services	8,903,577	5,125,659	4,543,483	582,177
Scholarships	1,518,220	1,175,200	1,145,242	29,958
Executive Management	2,104,488	1,204,844	1,107,850	96,994
General Admin - Institutional Services	6,612,288	3,938,103	4,932,689	(994,587)
MIS/Computer Services	7,336,737	4,478,758	4,354,480	124,278
Public Relations Development	3,367,629	1,838,445	1,548,901	289,544
Community Services	2,030,024	1,144,135	1,128,788	15,347
Physical Plant Operations	10,252,383	5,931,706	5,536,154	395,552
Utilities	2,181,700	1,248,519	1,244,207	4,312
Equipment	1,686,015	893,818	665,961	227,857
Total Non-Instruction	<u>45,993,061</u>	<u>26,979,187</u>	<u>26,207,755</u>	<u>771,432</u>
Total Expenditures	101,834,790	59,468,950	57,555,025	1,913,925
OPERATING TRANSFERS				
Repair & Maintenance	500,000	500,000	500,000	-
Debt Retirement	1,927,475	206,238	206,238	-
Health & Fitness Center	(1,675,000)	(837,500)	(1,187,500)	(350,000)
Deferred Maintenance	1,500,000	1,500,000	1,500,000	-
Total Operating Transfers	2,252,475	1,368,738	1,018,738	(350,000)
Total Expenditures and Operating Transfers	104,087,265	60,837,688	58,573,763	2,263,925
Operating Revenue Over Expenditures & Transfers	-	26,293,433	30,107,797	3,814,364
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	(94,654)	(94,654)
Total Revenue over Expenditures & Transfers	-	26,293,433	30,013,143	3,719,710

**Capital Fund
Project Summary
January 31, 2018**

Project Category	Budget	Actuals	Commitment	Balance
Revenues				
State Appropriation CC - STEP Equipment	4,516,749	4,516,749	-	0
General Fund	6,055,178	6,055,178	-	0
Misc. Revenue		10,767		10,767
Total Revenues	\$ 10,571,927	10,582,694	-	10,767
Construction/Repair Projects				
Storage Receiving Building				
Renovations:				
SRB Addition	1,830,000	1,827,590	-	2,410
Total Storage Receiving Building	\$ 1,830,000	\$ 1,827,590	\$ -	2,410
Campus Wide				
System Improvements:				
Classroom & Lab access Control	570,802	552,707	-	18,095
CC - STEP Equipment	7,627,434	7,504,061	0	123,373
Campus Security System Upgrades	318,691	203,301	26,455	88,935
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	\$ 8,741,927	\$ 8,484,148	\$ 26,455	231,324
Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,311,739	\$ 26,455	233,733
Revenue Over (Under) Expenditures		\$ 270,955		

**Washtenaw Community College
Deferred Maintenance Fund
January 31, 2018**

Five Year Priority List at inception of fund - September 2012	12,570,900
New projects identified - 2015	5,420,000
Additional Projects undertaken (not on above lists)	3,612,400
Adjustments to budgets of started or completed projects	3,200,849
Projects funded through other budgeted sources	(821,900)
Deferred Maintenance requirement 2012-2022	23,982,249

Since inception of fund:

General Fund Transfers	12,300,000
Completed projects	(9,152,392)
Projects in process	(2,970,000)
Uncommitted Fund Balance	177,608

Completed Projects:

	<u>Final Cost</u>
Projects completed in prior years	6,465,248
Current year completed projects:	
THFC 2nd Floor Carpet Replacement	68,494
CLASB 2nd Fl to SC Storefront Replace	65,341
TIB NE & SE Storefront Replace	136,599
Parking Lots Replacement	2,100,000
Concrete Sidewalk Replacement FY17	72,617
CLASB 2nd Fl window and sill	113,472
Total of FY18 completed projects < \$50,000 each	130,621
Total Completed	9,152,392

Projects in Process or scheduled to begin:

	<u>Allocated Budget</u>
BEB Boiler&VAV Box Replacement	525,000
GMB Carpet/Flooring Replacement	170,000
EC Heating Pumps Replacement	85,000
EC Tunnels reinsulate primary heating water & chilled water piping	80,000
EC - Upgrade 13,200 v main campus fed with a power line conditioning syst	60,000
CLASB Humidification Boiler Replacement	260,000
* OEB Sanitary Pipe Replacement	70,000
Maintenance Garage replace oil separator/sanitation line	120,000
BEB Fan Coil Units	600,000
EC Boiler Control & Valve Repl	75,000
Siemens Temp.control Panel Upgrade	130,000
PS - Expansion joint replacement and crack and joint repair	225,000
THFC Pool Filtration Piping & HX Rep	60,000
GMB Penthouse replace main building transformers	125,000
Replace Bus Loop	350,000
Total of other projects < \$50,000 each	35,000
Total in Process	2,970,000

* Scheduled; no financial activity as of report date

Additional projects pending for this fiscal year

	<u>Expected Budget</u>
Total of other projects < \$50,000 each	140,000
Total Pending	140,000

WCC Active Portfolio
Portfolio Management
Portfolio Summary
January 31, 2018

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	500,000.00	500,000.00	500,000.00	1.96%	-	0	0.000	0.000
Federal Agency Coupon Securities	7,000,000.00	6,828,400.00	6,994,082.52	27.35%	2,484	1666	1.817	1.842
State of Michigan Coupon Securities	4,000,000.00	3,904,010.00	4,010,696.70	15.69%	2,505	2106	2.114	2.144
Municipal Bonds	14,000,000.00	13,907,650.00	14,064,195.84	55.00%	2,097	1326	2.355	2.388
	26,600,000.00	26,140,060.00	26,668,976.06	100.00%	2,270	1,577	2.167	2.197

Investments	Month Ending 1/31/2018	Fiscal Year 2017 - 2018 To Date	Month Ending 1/31/17	Fiscal Year 2016 - 2017 To Date
Total Earnings				
Current Year	46,175.89	324,893.31	39,626.92	276,747.32
Average Monthly Balance - Long Term Invested Balance		25,570,698.25		25,222,614.43
Effective Rate of Return - Long Term Invested Balance		2.18%		1.88%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 1/31/2018	1.66%	1.90%	2.52%	2.72%	2.83%

Reporting period 1/01/2018-1/31/2018

Washtenaw Community College
Office of Facilities Management

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- New security camera system planning, deployment and layout work in MLB is complete.
- The materials list for the new cameras, NVRs, and other system components has been completed.
- The materials are currently out to bid; and all labor and Public Safety and Facilities Management staff will perform the installation work.

Advanced Transportation Center Addition and Renovation Project

- The program planning committee for the project has confirmed the number and type of instructional spaces required. Detailed functional requirements for each space have been developed, reviewed and presented to A/E firm.
- A/E firm received its entire existing infrastructure documentation, existing documentation of the OEB and site plans.
- A/E firm has host (3) onsite meetings with the program planning committee.
- A follow up visioning meeting with the team has been scheduled.
- A/E firm to present schematic design package for review 1st week of March

Deferred Maintenance Schedule Update

1.	BEB Boiler and Temperature Control Replacement <i>Budget = \$525,000</i>	<i>Complete.</i>
2.	BEB Fan Terminal Units and piping replacement <i>Budget = \$600,000</i>	<i>Construction ongoing on 2nd floor.</i>
3.	BEB Smoke Evacuation Mechanical System Access Catwalk Replacement <i>Budget = \$7,500</i>	<i>Complete.</i>
4.	CLASB humidification boilers replacement for AHU-1, AHU-2, AHU-5 and AHU-7 <i>Budget = \$260,000</i>	<i>Construction ongoing.</i>
5.	Energy Center water cooled heating pump(s) replacement with air cooled pumps and piping reconfiguration <i>Budget = \$75,000</i>	<i>Project bid over budget. Review underway.</i>

6.	Storm Sewer Drain Cover Repairs <i>Budget = \$0</i>	<i>Complete.</i>
7.	CLASB 2 nd Floor Bridge to SCB Storefront Replacement <i>Budget = \$65,341; actuals to date = \$52,828</i>	<i>Complete.</i>
8.	MLB Storm Water Drainage and Pond Water Elevation Repairs <i>Budget = \$40,000</i>	<i>Engineering solutions are being re-evaluated.</i>
9.	GM Main Transformer Replacement <i>Budget = \$125,000</i>	<i>Engineering design work is underway.</i>
10.	OEB Sanitary Line and Manholes Rebuild <i>Budget = \$70,000</i>	<i>Project start awaiting weather.</i>
11.	Maintenance Garage Mechanical System Replacement <i>Budget = \$90,000</i>	<i>Bid Package being developed.</i>
12.	GMB 3 rd Floor Carpet and resilient flooring Replacement <i>Budget = \$75,000</i>	<i>Phase 1 complete. Phase 2 planning underway.</i>
13.	T&I Ceramics Lab Exhaust System Upgrades <i>Budget = \$11,000</i>	<i>Complete.</i>
14.	Campus Primary Electrical Service Line Conditioning <i>Budget = \$95,000</i>	<i>Engineering study is nearing completion.</i>
15.	MLB Main Boilers Replacement Project <i>Budget = \$200,000</i>	<i>Engineering design work is underway. Deferred to 2019.</i>
16.	MLB Firing Range Air-Handling Units Replacement <i>Budget = \$150,000</i>	<i>Engineering design work is underway. Deferred to 2019</i>
17.	SCB South Stair Ceramic Tile Replacement <i>Budget = \$40,000</i>	<i>Construction Documents complete.</i>
18.	Campus Wide Temperature Control System Panels Upgrades <i>Budget = \$115,000</i>	<i>Work has begun.</i>
19.	<i>Campus Wide Concrete Sidewalk Replacement</i> <i>Budget = \$75,000; actuals to date = \$72,617</i>	<i>Complete.</i>
20.	SCB South Stair Ceramic Tile Replacement <i>Budget = \$40,000</i>	<i>Construction Documents complete.</i>
21.	EC Tunnel Insulation Replacement <i>Budget = \$80,000</i>	<i>Bid Package being developed.</i>
22.	Bus Loop & Parking Lot 6 Replacement <i>Budget = \$950,000</i>	<i>Engineering & design work is underway</i>
23.	HFC Heat Exchanger Replacement <i>Budget = \$55,000</i>	<i>Bid Package being developed.</i>
24.	Parking Structure Waterproofing & Joint Repl. <i>Budget = \$225,000</i>	<i>Currently being bid.</i>
25.	SC 2 nd Floor HVAC Upgrades <i>Budget = \$180,000</i>	<i>On Hold for Phasing</i>

Campus Repair & Maintenance Projects Update

1.	SEMCOG Non-Motorized Pathway <i>Budget = \$80,000</i>	<i>Engineering design work is complete.</i>
2.	BEB HRM Emergency exit access and workstation and conference room modifications. <i>Budget = \$32,000;</i>	<i>Complete.</i>
3.	Nursing Simulation Lab & Skills Lab <i>Budget = \$250,000</i>	<i>Engineering design work is underway.</i>
4.	ML Lactation Room <i>Budget = \$9,000</i>	<i>Complete.</i>
5.	Student Activities, and Barnes & Noble Book Storage Room move and remodeling <i>Phase 1 Budget = \$92,600. Phase 2 Budget = \$157,400</i>	<i>Phase 1 under construction. Phase 2 bid documents developed.</i>
6.	ML 161 Green Room conversion to Music Appreciation Classroom <i>Budget = \$25,000</i>	<i>Complete.</i>
7.	Digital Video Lab Storage Expansion <i>Budget = \$18,000</i>	<i>Complete.</i>
8.	Campus Services Receiving Area and Breakroom <i>Budget = \$20,000</i>	<i>Complete.</i>
9.	SC304 Classroom conversion to office suite. <i>Budget = \$75,000</i>	<i>Construction Underway.</i>
10.	SRB Dock Shelter Replacement & Upgrade <i>Budget = \$10,000</i>	<i>Complete.</i>
11.	TI222 Classroom conversion to office suite. <i>Budget = \$35,000</i>	<i>Engineering complete.</i>
12.	Welding Lab Lighting Upgrade <i>Budget = \$40,000</i>	<i>Fixtures on order.</i>
13.	SC203 Rearrangement <i>Budget = \$40,000</i>	<i>Material on order.</i>

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

- | | |
|---|-------------|
| 1. Lord Aeck Sargent, ATC Programming and Schematic Design, | \$37,112 |
| 2. Flooring Technologies, GM 3rd Floor Carpet Replacement, | \$58,656.01 |
| 3. Hobbs + Black Associates, Nursing SIM/Teaching Lab Design, | \$38,800 |
| 4. Fontanesi & Kann, BEB FTU Controls Installation, | \$43,000 |

ACTION

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

Subject

Date

Technology Services Contract

February 27, 2018

BACKGROUND

Information Technology Department Overview

The Information Technology Services department (IT) is comprised of approximately 40 full and part time staff, including four directors. The IT department supports over 60 core applications, many of which have required the development and ongoing maintenance of custom code to support college requirements. Key applications include ellucian Banner ERP, Blackboard Learning Management System (LMS), Degree works, Touchnet student payment portal, EMAS Constituent Relationship Management system (CRM), Kace IT asset and ticketing system, Ultratime employee time keeping system, Raiser's Edge fundraising, and Famis facilities management software to name a few. The computing environment includes two redundant and auto failover data centers and we also maintain an offsite disaster recovery site. Our server based computing environment and applications are 95% virtualized, comprising approximately 350 guests (virtual servers). The college has recently increased its data storage capacity through the purchase of a new Compellent SC4000 series SAN with 123 TB of usable space.

In addition to the central server and storage facility, the IT department supports over 3,000 computing devices throughout the college in support of faculty, staff and students. IT also operates a 24x7 Helpdesk open to students and employees that handles approximately 20,000 per year, with about 70% of these tickets resolved by the Tier 1 helpdesk team.

Current Technology Projects

The WCC IT department currently has a number of significant initiatives underway, including:

- A comprehensive upgrade to its Banner ERP system, affecting all aspects of the application
- A migration of the Blackboard LMS system from self-hosted to SaaS, including a version upgrade
- A complete redesign and bottoms up build of a new Website, focused on student needs
- The selection and implementation of a full service CRM system servicing recruitment, retention and predictive analytics element
- After a recent launch of the college email system to Office 365, implement a plan to leverage other key elements of this software suite, including cloud data storage
- Significant enhancements to its data security environment that will lead to multiple new software/hardware projects

- Complete the upgrade and replace of all network switches and upgrade all fiber connections
- Complete the upgrade and further enhancements to our communication systems from digital to VOIP
- Complete the upgrade of our data center server farm and optimize our sever and related newly upgraded storage facility
- Complete the assessment and full implementation of its remote software deployment system in support of classroom demands and administrative effectiveness

Investment in our IT Department

These projects, along with many 'routine' system maintenance and requests exemplify the significant value that our IT department offers to the college. This list also reflects that the scope and complexity of our projects, coupled with the significant rise of data security requirements which integrate within all technology decisions have caused the college to reevaluate the overall capacity of our IT department to effectively manage this increasingly complex environment. Towards this end, the college recognizes the need to fill the vacant Chief Information Officer (CIO) position and to create a new Chief Information Security Officer (CISO) position, which will report to the CIO. However, in addition to filling these two IT leadership positions, the college also recognizes that the mentioned capacity building of our IT department will also require the need for specific technology expertise to supplement our team during this capacity building process. Some of these areas will include:

- A wide scope of data security initiatives
- Banner 9 administrative and self service functions
- NIST assessment and implementation
- Data governance
- Network optimization
- Information Reporting System implementation
- IT Project management
- Development process, standards and documentation
- Institution wide technology governance

Staffing Options

In light of the colleges desire to fill the CIO & CISO roles, coupled with the need for specific technology capacity building resources, it was decided to solicit proposals from qualified firms that can fulfill both the placement of CIO & CISO personnel for up to two years and to provide access to subject matter expertise technology resources in support of our capacity building projects. The results from this bid process were compared to an internal staffing model that could accomplish the same capacity building results over a two year period, without slowing down our progress on all the major technology projects as noted above. A comparison of these two staffing models is as follows:

	Two Year Cost Estimate	
	WCC Direct Hire **	Tech Services Contract
CIO & CISO Resources	961,000	1,420,000
Subject Matter Experts:		
Tech Firm Subject Matter Experts (est. 800 hours)	-	165,200
WCC direct hire or contract staff:		
NIST Compliance Expert	124,000	
Banner 9 Expert	124,000	
Data Governance	248,000	
Project Management Office	124,000	
Technology Training and Awareness	155,000	
Total estimated two year cost	1,736,000	1,585,200
** includes base compensation and 55% benefit cost rate		

While the cost estimates favor the technology services contract approach, the college also recognizes that hiring qualified IT professionals is becoming a significant challenge. The IT department currently has three vacancies that have been open for months and as a result, we have turned to contract firms to help fill these roles. The time to hire a new CIO and CISO will take at least six months for each position and then further delay the timing of hiring the subject matter experts. The collateral impact of unfilled positions translates to project delays, slower response time for immediate needs and undue work load on existing staff; all of which will deter from the need for significant capacity building within the IT department.

The college believes that hiring a firm to provide this wide breadth of technology expertise will offer the most efficient and sustaining impact towards the enhancement of our IT department to meet WCCs long term technology requirements. The Tech Firm will bring CIO & CISO resources to campus immediately and will have proven to WCC that they have a strong bench of experts available for our projects on an on-demand basis.

Funding sources for IT Capacity Building

The IT Department currently has an open director level position and for the past two years has carried \$370,000 towards the new website development and an additional \$100,000 for outside consultants to help with specific projects. As a result, the college expects that approximately \$1,050,000 of funding over two years will be sourced from existing IT budget lines. The remaining \$550,000 represents the two year cost to hire a CIO and the college would have proposed as part of the FY 2019 budget process to fill this vacant position. Existing position vacancy savings has traditionally yielded sustained operating resources and would be partially used to fund this high priority initiative.

Summary

The College needs to pursue a rigorous capacity building effort of its current IT team that will insure that our technology environment is secure, is compliant with all regulatory requirements and is responsive to the current & future needs of the college. This effort is driven by the recognition that the Internet of Things is dramatically changing the way and sheer volume that data is captured, used, shared and secured. Moreover, the number of applications used within the classroom will only further demand that the college have a robust technology infrastructure that is secure, responsive, adaptive and readily accessible to users on any device. In order to meet this vision, capacity building within the IT Department is imperative. This investment in our IT staff will provide near term capacity improvements and insures that current technology projects to stay on track. The College administration believes that a two-year technology services contract with Campus Works is the most effective approach to accomplishing these important goals.

RECOMMENDATION to the Board of Trustees

That the Board of Trustees approve a two-year contract with Campus Works for technology services to include full time, on campus resources for CIO, CISO and other subject matter expertise as required in an amount not to exceed \$1,600,000.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson
Title: VP and CFO

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

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

Subject

Date

Contract Extension with Power Wellness

February 27, 2018

Background

Power Wellness has operated the WCC Health and Fitness Center (HFC) since inception in 2007. During this time, the HFC has provided an outstanding resource for students, employees and the greater Washtenaw County community. The College has been in discussions to extend the current contract with Power Wellness, which expires on February 28, 2017 for an additional three year period.

HFC Performance in Recent Years

Under the day to day management by Power Wellness and the ongoing oversight by the College administration, the HFC has shown steady improvement in the number of overall members, strong member satisfaction, growth in serving different segments of our community population and improved financial performance. Attached is a detailed presentation of the HFC performance, but some of the key performance indicators include:

	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget
Community Members	5,673	6,273	6,491
Student Members (avg. enrolled)	821	798	785
New Memberships	2,819	2,943	2,558
Avg. Length of Members (months)	38	40	40
Annual Visits	400,651	433,723	441,477
Net Promoter Score	67%	70%	71%
Secret Shop Score	94%	94%	94%
Operating Margin	\$ 1,575,000	\$ 1,677,000	\$ 1,646,000
less: Bond Payments	(1,280,000)	(1,239,000)	(1,240,000)
less: Deferred Maintenance	(151,000)	(213,000)	(273,000)
	\$ 144,000	\$ 225,000	\$ 133,000

Overall the HFC has performed well, with member participation increasing to near capacity levels at peak hours. Power Wellness is continuing to pursue alternative markets that would utilize the Center in off peak hours, such as the Medical Integration program. Highlights from FY 2017 include:

- Achieved Center Operating Budget Goals
- Exceeded Membership volume per budget
- Achieved Net Income target for Ancillary Services
- Improved customer satisfaction Net Promoter Score from VERY GOOD to EXCELLENT range

- Next Steps Fitness Programming continues to show steady increase year over year
- Center upkeep- New cardio equipment, carpet, paved path from parking lot to South entrance

Regarding student members, College administration along with Power Wellness is striving to better engage with and understand student needs regarding the HFC. Key elements of our efforts reveal the following:

- From most recent Membership Survey (Spring 2017):
 - HFC received higher ratings in every category and question asked of members under the age of 25 than those over the age of 25
 - Net Promotor Score of 81 for members under age of 25 compared to score of 70 for total membership
- Restructured PEA-115 course to enhance student course success rate
- From a recent survey of all PEA-115 students, students were asked: “What do we need to do better to earn you as a member?”
 - 42.6% of respondents stated that the Center was perfect as is and they would not recommend any changes
 - 14.9% stated that the main change they would make would be to reduce the price
- Based on results of surveys, a review of financial forecasts, and internal discussions between Power Wellness and the College, administration is planning a 10% reduction in monthly student dues for the Center for the FY19 budget

A summary of FY 2018 – 2020 goals for the HFC include:

- Retain current membership levels as Center is near membership capacity
- Maintain condition of Center
- Focus on level of service within Center
- Continued emphasis on student success especially in regards to completion of PEA-115
- Continuous improvements and innovation within Center to meet ever-changing demands of fitness world
- Corporate Membership- Continued focus on marketing to new corporate membership accounts and increasing volume within existing corporate memberships
- Medical integration – Next Steps Fitness Programming
- Continued focus on marketing to medical offices
- Targeted communications to medical fitness prospects through ‘High Risk’ direct mail
- Continued collaboration with two major health systems
- Retention- Introducing advanced technology to improve retention rate and member communication
- Retention – New membership bridge program implemented to reduce churn of members who are not in MI for entire year

Contract Terms with Power Wellness

Under current discussions with Power Wellness, all key provisions of the current contract structure are proposed to be retained, with the exception of certain financial incentive provisions tied to the overall performance of the HFC, including overall student participation. Key elements of this proposed contract include:

- i. Power Wellness will be responsible for Center operations, including all member account activities and Center custodial maintenance
- ii. Work in conjunction with College facility and purchasing staff to coordinate new fitness equipment as well as deferred maintenance needs of the Center

- iii. Provide financial accounting and reporting services for data of the Center including monthly financial reporting package, development of annual budget, and performance benchmarking
- iv. Manage relationship with student body and campus community at large including student clubs/activities and student enrollment
- v. Engage with community through the hosting of health and fitness center events
- vi. Partner with local medical associations to create integrated health and fitness programs
- vii. Comply with all regulatory requirements and maintain all appropriate certifications
- viii. Financial terms include:
 - a. Cost reimbursement for HFC operations, based upon an approved annual budget
 - b. Management Fees to include:
 - i. Annual base management fee of \$87,504
 - ii. Annual at risk management fee of \$37,496, tied to five performance metrics including student engagement effectiveness
- ix. Initial three year term ending 2/28/21 and at the college's election an additional three year extension

RECOMMENDATION

That the Board of Trustees approve the extension of the contract with Power Wellness to operate the WCC Health and Fitness Center for the three-year period ending February 28, 2021 and at the College's election an additional three-year renewal term.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson

Title: Vice President & CFO

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

Rose B. Bellanca, President

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

Subject	Date
BEB Fan Terminal Unit Project Acoustical Ceiling and Partition Change Order	February 23, 2018

Background

On November 8th, 2017, construction bids were received back from vendors for the work associated with the Business Education Building Fan Terminal Replacement Project. Acoustical Ceilings and Partitions (ACP) was low bidder for the carpentry scope of work. The base bid of the work was awarded to ACP for the amount of \$74,800.00.

This base bid scope of work included the replacement of all ceiling tile and the temporary selected openings in the ceiling grid for access within the 1st and 2nd floor areas of the Business Education Building.

After review of the all of the bid proposals, available funding, and age of the existing building, it was determined that it would be best to replace all of the ceiling grid in those locations as well. This cost was provided in the bid as Alternate #4. This change order in the amount of \$44,000.00 covers the cost of these changes. In total this construction contract, including the change order is in excess of \$100,000 and therefore requires Board approval.

RECOMMENDATION

That the Board of Trustees approve a construction contract change order for Acoustical Ceiling and Partition of Ann Arbor, Michigan in the amount of \$44,000.00.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson
Title: Vice President & CFO

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

Board of Trustees
Washtenaw Community College

TAB H

ACTION

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

Subject
Appointment of External Audit Firm

Date
February 27, 2018

Background

State law requires an annual certified audit of the College financial statements. The firm of Rehmann Robson, LLC has served as the College's independent auditor for the past eight years. In November 2016, the Board of Trustees extended Rehmann's appointment for one year, through the 2017 audit, with the expectation that an RFP would be conducted this fiscal year to allow other firms the opportunity to bid on the engagement.

The College released an RFP in October 2017 and received four proposals in response to its request. The RFP Committee, comprised of WCC Board Treasurer William Milliken, VP & CFO Bill Johnson, Controller Lynn Grace, Director of Treasury Management & Purchasing Ben Hunholz and representing the WCC Foundation Board Doug Weber and Associate VP Phil Snyder, reviewed the responses, evaluating the proposals on several criteria, including but not limited to: experience within the higher education industry; customer service approach and resources for their clients; the firm's presence in the State of Michigan; quality of audit staff; and pricing. After thoughtful consideration, it is the committee's recommendation that the WCC Board of Trustees re-appoint the firm of Rehmann Robson, LLC as the College's external auditor for the next three years. Please find enclosed the RFP Bid Summary for your review.

Pricing for the three-year appointment includes performing the annual financial audit, the Single Audit of Federal Awards and preparation of the financial statements.

<u>Service Category</u>	<u>Year Ended June 30,</u>		
	<u>2018</u>	<u>2019</u>	<u>2020</u>
College audit (including general purpose financial statements with Foundation presented as discrete component unit; supplementary information; and letter to, and meetings with, Board of Trustees)	\$ 39,195	\$ 39,195	\$ 41,150
Single Audit (includes one major program, Student Financial Aid Cluster)	9,765	9,765	10,250
Subtotal for Audit Services	48,960	48,960	51,400
Out of pocket expenses	2,000	2,000	2,000
Total College cost	\$ 50,960	\$ 50,960	\$ 53,400

RECOMMENDATION

That the Board of Trustees appoint the firm of Rehmann Robson, LLC, as the College external auditors for the three fiscal years ending June 30, 2018, 2019 and 2020.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson
Title: Vice President & CFO

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

Board of Trustees
Washtenaw Community College

TAB I

ACTION

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

Subject
Recommendations for New Programs 2018 -19

Date
February 27, 2018

RECOMMENDATION

That the Board of Trustees approve 2018-19 program proposals as listed below:

Animation for Film and Broadcast Advanced Certificate – Business and Computer Technologies Division - Digital Media Arts

Animation for Game Art Advanced Certificate - Business and Computer Technologies Division
Digital Media Arts

Pre-Engineering Science Transfer (ASPET) Associate in Science (AS) – Arts and Sciences Division
Physical Sciences

Engineering Technologist – Manufacturing Associate in Applied Science (AAS) - Advanced Technologies and Public Service Careers Division and Arts and Sciences Division
Advanced Manufacturing Technology

Prepared by: Dr. Kimberly Hurns

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

Title: Vice President for Instruction

Rose B. Bellanca, President

Recommendation for New Programs 2018-2019

Animation for Film and Broadcast Advanced Certificate – 20 Credit Hours Business and Computer Technologies Division Digital Media Arts

Description: This program will help prepare students to pursue a career in film, advertising, commercial and other pre-rendered animation fields. Students will learn to model, animate, texture and render in a fashion appropriate for the industries. They will also learn basic compositing and visual effects.

Need/Job Demand:

Careers in film and broadcast animation are referenced under “Multimedia Artists and Animators” in the Occupational Outlook Handbook. The 2016 median wage was \$65,300/year. The industry is expected to grow faster than average with a 10% increase in jobs predicted between 2016 and 2026.

Student Learning Outcomes:

1. Create custom assets for the pre-rendered animation fields such as film, advertising and commercials.
2. Create appropriately lit and textured renders for use in film, advertising or other commercial fields or pre-rendered animation fields.

Curriculum Review:

Reviewed by the Curriculum and Assessment Committees 11/16/17

Wage Data:

The 2016 median wage for Multimedia Artists and Animators was \$65,300/year. ¹

Program Requirements:

<u>Course</u>		<u>Credits</u>
ART 127	Life Drawing I	4
ANI 250	3D Animation II	4
ANI 235	Introduction to Compositing and Visual Effect	4
VID 276	Video Graphics I	4
ANI 260	3D Animation III	4
	Total Credits	20

¹ Occupational Outlook Handbook Bureau of Labor Statistics

Recommendation for New Programs 2018-2019

Animation for Game Art Advanced Certificate – 19 Credit Hours Business and Computer Technologies Division Digital Media Arts

Description: This program focuses on the growing electronic game industry. Students will build on their 3D animation skills and learn how to create game levels and custom game assets. Students will create basic artificial intelligence entities and triggers as well as in-game cinematics. Students will learn how to package a game for distribution.

Need/Job Demand:

Careers in game art animation are referenced under “Multimedia Artists and Animators” in the Occupational Outlook Handbook. The industry is expected to grow faster than average with a 10% increase in jobs predicted between 2016 and 2026.

Student Learning Outcomes:

1. Using 3-D animation, apply game design techniques, skills and strategies to create custom game levels.
2. Using 3-D animation, apply game design techniques, skills and strategies to create custom game assets.

Curriculum Review:

Reviewed by the Curriculum and Assessment Committees 11/16/17

Wage Data:

The 2016 median wage for Multimedia Artists and Animators was \$65,300/year. ²

Program Requirements:

<u>Course</u>		<u>Credits</u>
ANI 180	Introduction to Game Level Design	4
ANI 190	History of Game Design	3
ANI 240	Advanced Game Level Design	4
ANI 250	3D Animation II	4
ANI 260	3D Animation III	4
	Total Credit Hours	19

² Occupational Outlook Handbook Bureau of Labor Statistics

Recommendation for New Programs 2018-2019

**Pre-Engineering Science Transfer (ASPET)
Associate in Science (AS) – 61 Credit Hours
Arts and Sciences Division
Physical Sciences**

Description: This program addresses the increasing need for students pursuing STEM fields – specifically engineering. Students in this program will have their coursework pre-planned with specific coursework laying the groundwork for successful transfer to a four-year engineering program.

Need/Job Demand:

This program is designed for students to transfer to a four-year college.

Student Learning Outcomes:

1. Transfer successfully to a four-year engineering program.
2. Apply scientific principles and mathematical calculations to solve problems and draw reasonable conclusions.

Curriculum Review:

Reviewed by the Curriculum and Assessment Committees 10/26/17

Wage Data:

This program is designed for students to transfer to a four-year college.

Program:

Semester 1		Credits
CEM 111	General Chemistry I	4
ENG 111	Composition I	4
MTH 191	Calculus I *	5
Elective	Social Science Elective	3
	Total	16
Semester 2		
CEM 122	General Chemistry II	4
ENG 226	Composition II	3
MTH 192	Calculus II	4
Elective	Arts and Humanities Elective	3
	Total	14

Recommendation for New Programs 2018-2019

Semester 3		
Elective	Social Science Elective	3
Restricted Elective	Math Restricted Elective	4
CPS 171	Introduction to Programming with C++	4
PHY 211	Analytical Physics I **	5
	Total	16
Semester 4		
COM 101	Fundamentals of Speaking	3
Restricted Elective	Math Restricted Elective	4
Elective	Arts and Humanities Elective	3
PHY 222	Analytical Physics II	5
	Total	15
	Total Program Credits	61

* Students below Math Level 7 will need to take prerequisite courses

**Students who haven't completed a year of High School Physics will need to complete PHY 111 and PHY 122

*** Restricted Math Electives: MTH 197, MTH 293 or MTH 295

Recommendation for New Programs 2018-2019

**Engineering Technologist – Manufacturing
Associate in Applied Science (AAS) – 64 Credit Hours
Advanced Technologies and Public Service Careers Division
and
Arts and Sciences Division
Advanced Manufacturing Technology**

Description:

Students in this program will demonstrate proficiency in the operation of various types of automated design/machine tool equipment. Competencies in design, programming, and materials and machine processing will be developed. In addition, students will hone skills in the manufacturing and troubleshooting of mechanical parts and the setup and operation of advanced manufacturing systems. Students will apply problem-solving skills learned in the program to create innovative solutions for real-world manufacturing challenges in preparation for entry-level Engineering Technologist or Technician positions.

Need/Job Demand:

Employers in multiple manufacturing sectors are experiencing a severe gap between the supply of skilled workers and the demand for workers on the Engineering Technologist/Technician level in organizations. Indeed.com currently lists over 18,000 job postings/openings around the United States in this field, and over 1,500 in Michigan. The Bureau of Labor Statistics anticipates an average projected growth (5 - 9%) between 2016 and 2026 for Manufacturing Engineering Technologists.³ Michigan employment data predicts an 11% increase in jobs annually.

Student Learning Outcomes:

1. Use multiple processes, materials and types of equipment in the creation of a capstone project.
2. Develop systems to design, machine, assemble and create a capstone project.

Curriculum Review:

Reviewed by the Curriculum and Assessment Committees 1/4/18

Wage Data:

The Bureau of Labor Statistics reported the median salary for a Manufacturing Engineering Technologist in 2016 was \$29.96 hourly or \$62,330 annually.³

³ Occupational Outlook Handbook Bureau of Labor Statistics

Recommendation for New Programs 2018-2019

Program:

Semester 1		
NCT 110	Introduction to Computerized Machining (CNC) - II	2
ROB 101	Robotics I - I	2
MTT 102	Machining for the Technologies	2
MEC 100	Materials and Processes	3
MEC 101	3D Modeling and Blueprint Reading	2
Total		13
Semester 2		
MTH 178	General Trigonometry *	3
COM 101	Fundamentals of Speaking	3
MTT 111	Machine Shop Theory and Practice	4
NCT 120	Introduction to 2D CAD CAM Programming and Applications	2
NCT 121	Manual Programming and NC Tool Operation	4
Total		16
Semester 3		
PHY 111	General Physics I	4
ART 150	Monuments and Cultures	3
NCT 123	2D CAD CAM CNC Programming for Mills and Lathes	2
NCT 221	Advanced Manual Programming and NC Tool Operation	4
Total		13
Semester 4		
ECO 110	Introduction to Economics	3
NCT 255	Probes, Macros and Conversational Programming for CNC	4
NCT 259	MasterCam 2D and 3D CAM CNC Programming for Mills	4
Total		11
Semester 5		
ENG 107	Technical Writing I	3
MEC 120	3D-Printing: Machine, Process and Innovation	4
NCT 269	4 and 5 Axis Machining for the CNC Vertical Mills	4
Total		11
Minimum Credits Required for the Program		64
* MTH 178 requires academic math level 5 or MTH 176 minimum grade "C"; may enroll concurrently		

ACTION

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

Subject
Recommendation to Discontinue a Program in 2018 -19

Date
January 23, 2018

RECOMMENDATION

That the Board of Trustees approve the discontinuation of the program in 2018 -19 as listed below:

- C# Programing for Modern Computing Environments

Prepared by: Dr. Kimberly Hurns

Title: Vice President for Instruction

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

Rose B. Bellanca, President

Recommendation for Discontinued Programs for 2018-2019

C# Programming for Modern Computing Environments

This program is being discontinued effective fall 2018. It was created in fall 2015 but was undersubscribed due its narrow focus.

Compliance with WCC Policy: Students who have not completed this program will have three years to complete it.

Board of Trustees
Washtenaw Community College

ACTION

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

Subject

Date

Revision to 2018 Schedule of Board Meetings

February 27, 2018

RECOMMENDATION

That the Board of Trustees establish and hold its annual Spring Retreat on March 9, 2018 at 1:00pm. The Spring Retreat will be held at the Ann Arbor Marriott Ypsilanti at Eagle Crest at the East Crest Golf Clubhouse.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Larry Barkoff
Title: General Counsel

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

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

Subject
Parking Structure Repairs Project

Date
February 27, 2018

Background

The Campus Parking Structure was completed in 2012 and has required no significant maintenance to date. In April 2017, Walker Parking Consultants was awarded a contract to complete a condition appraisal of our parking structure. This condition appraisal report provided a summary of the current condition of the parking structure and recommended a prioritized repair and maintenance project to extend the service life of the structure.

The project includes repairs on all levels of the parking structure to be completed May through June 2018. The parking structure will be closed during this period to increase the efficiency of the contractor, limit overall disruptions to the college and insure that the parking structure is available to support summer activities with our Iron Workers and UA trade partners. The scope of work includes concrete floor and wall repair, expansion joint repair & replacement, joint sealants, application of traffic topping, application of concrete sealer, and replacement of traffic markings.

On February 23, 2018, construction bids (Bid 5999) were received back from contractors for the repair and maintenance work associated with the Parking Structure Repair Project. Industrial Services Inc., of Ann Arbor, MI was low bidder for the scope of work for a contract award of \$141,722. See attached bid tally for further details.

RECOMMENDATION

That the Board of Trustees approve a construction contract for Industrial Services Inc. of Ann Arbor, Michigan in the amount of \$141,722.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William L Johnson
Title: Vice President and CFO

Recommended by: 
Rose B. Bellanca, President
