



Office of the President

**JUNE 26, 2018
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **June 26, 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 East Huron River Drive, Ann Arbor, MI 48105.

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

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. - JUNE 26, 2018
Room 150, Morris Lawrence Building
4800 E. Huron River Drive, Ann Arbor, Michigan 48105**

- I. CALL TO ORDER, APPROVAL OF AGENDA**
- II. APPROVAL OF MINUTES (Action).....Tab A**
 - April 24th Closed Session, May 22nd Monthly and Special Meetings and June 12th Special Meeting
- III. CITIZEN PARTICIPATION**
 - A. Verbal Communications
 - 1. WCC Education Association
 - 2. Public
 - B. Written Communications
- IV. SPECIAL REPORTS**
 - A. Mandatory Audit Communication
 - B. HLC Assessment Academy Update
 - C. Master Plan Process Update
- V. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Matters
 - a. Monthly Personnel Recommendations **(Action)**.....Tab B
 - b. Appointment and 2018-19 Salary Adjustment for President/CEO **(Action)**.....Tab C
 - c. 2018 - 19 Independent Staff Salary Range Table **(Action)**.....Tab D
 - d. 2018 - 19 Independent Staff Salary Adjustments **(Action)**.....Tab E
 - e. Part –Time Staff and Coaches Wage Rates **(Action)**.....Tab F
 - f. Part – Time Faculty Wage Rates **(Action)**.....Tab G
 - g. 2018 -19 Department Chair Appointments **(Action)**.....Tab H
 - 2. Financial Reports (May 2018) **(Action)**.....Tab I
 - 3. Facilities Development Report.....Tab J
- VI. REMARKS**
 - A. Remarks of Members of Board of Trustees
 - B. President’s Remarks
- VII. OLD BUSINESS**
 - A. Action Items
 - 1. Approval of 2018 -19 Faculty Sabbaticals **(Action)**.....Tab K
 - 2. Contract Award for Lobby Furniture Upgrade Project **(Action)**.....Tab L
- VIII. NEW BUSINESS**
 - A. Action
 - 1. Revision to the 2018 Schedule of Monthly Board Meetings **(Action)**.....Tab M
- IX. ADJOURNMENT OF MONTHLY MEETING (Action)**

Board of Trustees
Washtenaw Community College

TAB A

ACTION

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

Subject
Approval of Minutes

Date
June 26, 2018

RECOMMENDATION

That the Board of Trustees approve the minutes of April 24th Closed Session, May 22nd Special and Monthly Meetings and June 12th Special Meeting 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

**MINUTES
WASHTENAW COMMUNITY COLLEGE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
TUESDAY, MAY 22, 2018**

CALL TO ORDER

The Special Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on May 22, 2018 at 5:09 p.m. in room 150, Morris Lawrence Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

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

Absent: Trustee Richard Landau.

Approval of the Agenda (Action)

It moved by Treasurer Milliken and seconded by Trustee Hatcher that the Board approve the May 22nd Special Meeting agenda. The motion was adopted.

Public Comment

There were no public comments.

Remarks of Members of the Board of Trustees

There were no Trustee remarks.

Motion to Adjourn and Meet in Closed Session (Action)

It was moved by Treasurer Milliken seconded by Trustee Hatcher that the Board adjourn the May 22, 2018 Special Meeting of the WCC Board of Trustees and move into closed session. The motion was adopted. The meeting adjourned at 5:10 p.m..

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

CALL TO ORDER

**Approval of the
Agenda (Action)**

Public Comment

**Remarks of
Members of the
Board of Trustees**

**Motion to
Adjourn and
Meet in Closed
Session (Action)**

**MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, MAY 22, 2018**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on May 22, 2018 at 6:01 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 and Trustee Ruth Hatcher.

Absent: Trustee Richard Landau

Approval of the Agenda (Action)

It was moved by Trustee DeVarti and seconded by Secretary Davis that the Board approve the May 22nd Monthly Meeting agenda. The motion was adopted.

Approval of Minutes (Action)

It was moved by Vice Chair Fleming and seconded by Trustee Hatcher that the Board approve the minutes of the April 24th Monthly Meeting, February 27th and March 24th Closed Sessions. The motion was adopted.

CITIZEN PARTICIPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty informed the Board that a tentative agreement was ratified with WCCEA. Lastly, he thanked the members of the College's negotiation team.

Public Comments

There were no public comments.

Written Communications

There were two written communications received.

SPECIAL REPORTS

College Goals – Strategic Plan Accomplishments 2017 – 18

President Bellanca began by giving an overview of the presentation referring to the Goals pamphlet. She noted that the work of the faculty and staff is what has made the Strategic Plan successful.

Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning and Accreditation gave the Board a brief overview of the Strategic Plan process from implementation until now.

Call to Order

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICIPATION

WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

College Goals – Strategic Plan Accomplishments 2017 – 18

College Goals –
Strategic Plan
Accomplishments
2017 – 18 (cont)

Ms. Kiela Samuels, Pharmacy Tech faculty spoke about the current information gathering on the extent WCC faculty and staff are involved in the community. Lastly, she spoke about the Speakers Bureau mentioning that it is an extension of the colleges Free College Day.

Dr. Michelle Mueller, Vice President for Economic, Community & College Development talked about the work that the college is doing in Ypsilanti, and highlighted a few new initiatives that have been recently implemented.

Mr. Niko Dawson, Dean of Economic and Community Development spoke in depth on the events, programing and job training that WCC provides to the community, highlighting the work in Eastern Washtenaw County.

Ms. Linda Blakey, Vice President of Student and Academic Services informed the Board about the WCC's partnerships with Ypsilanti Community Schools (YCS), highlighting the computer donation program in which WCC will donate 70 computers to YCS.

Dr. Kimberly Hurns, Vice President of Instruction briefed the Board on key initiatives that have been completed to encourage and foster student success such as revisions to early alert letters and evaluating the withdraw process to name a few.

Mr. Clarence Jennings, Dean of Student Access, Success, Equity and Inclusion spoke about the Minority Ambassador Program. He also spoke about the 3.27 % increase enrollment for African American Students and the Brother-to-Brother Initiative.

Ms. Linda Blakey, Vice President of Student and Academic Services talked about the work of the Student Success Coaches and the increased retention for 18 and 20 year olds.

Ms. Valerie Greaves, Dean of Health and Applied Technologies talked about Home Health Aide partnership with ECD, Safe Sitter certification and the LPN to RN Program.

Dr. Julie Morrison, Executive Director of institutional Effectiveness, Planning and Accreditation spoke about the international opportunities the College is exploring with China, and she mentioned the various international delegations that have visited WCC.

Ms. Kristen Good, Dean of Arts and Sciences talked about the Ypsilanti dual enrollment preparation, which has increase dual enrollment in math. Lastly, she spoke about the academic partnerships with Ypsilanti, Lincoln, Livingston Middle College, U of M, MSU, Western and Wayne State.

Ms. Joyce Hommel, Executive Director of the Library, briefed the Board on the success of the Teaching and Learning Center. She also spoke about the pilot program with Milan High School.

Ms. Claire Sparklin, Communication faculty informed the Board that student savings from OERs for studenst last year was \$585.065.00.

Dr. Julie Morrison, Executive Director of institutional Effectiveness, Planning and Accreditation spoke about the Global Endorsement for students that capture global knowledge and experiences.

Mr. Philip Snyder, Associate Vice President for Advancement spoke about the most recent Emergency fund that was established. He informed the Board that overall fundraising has increased by 36% with over 1000 scholarships awarded.

Mr. Samuel Veltri, Vice President for Human Resources and Labor Relations spoke to the Board about the formalization and development for professional development activities with an attendance tracking and employee incentives.

Dr. Michelle Mueller, Vice President for Economic, Community & College Development reported that Career Services has increased student participation by 40%. She also spoke about the 50% increase in apprenticeships.

Ms. Valerie Greaves, Dean of Health and Applied Technologies talked about the development of the Center of Excellence for Nursing. She also mentioned the revamping of the nursing curriculum to concept based curriculum.

Ms. Linda Blakey, Vice President of Student and Academic Services spoke about the establishment and ongoing development of Public Safety to include CROs.

Mr. William Johnson, Vice President and CFO talked about the development of a five-year classroom and department replacement. He also spoke about the increased investment in classroom equipment and deferred maintenance.

Mr. Mark Allen, Vice President of Facilities and College Development informed the Board that the campus has achieved at 15.92% decrease in green house emissions.

Ms. Stephanie Comai, Chief of Staff briefed the Board on the launch of the Master Plan process.

Mr. Michael Galea, Computer Technology faculty talked about the development and implementation of the digital badges, which has led to digital credentials for students.

Mr. Brendan Prebo, Associate Vice President of Marketing and Communications spoke about WCC's involvement at the Mackinaw Policy Conference and Auto Show. Lastly, he briefed the Board on the status of the implementation of the new website.

MONTHLY REPORTS

Personnel Recommendations (Action)

It was moved by Trustee DeVarti and seconded by Secretary Davis that the Board approve the personnel recommendations as listed. The motion was adopted.

MONTHLY REPORTS

Personnel **Recommendations** **(Action)**

Financial Reports (April 2018) (Action)

It was moved by Treasurer Milliken and seconded by Secretary Davis that the Board receive the Financial Reports for April 2018 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds. The motion was adopted.

Facilities Development Report

Mr. Mark Allen, Vice President of Facilities Development and Operations informed the Board that the Parking Structure repairs are on scheule and the structure will reopen by June 15th. Lastly, he stated that the ATC schematic design has been sent to the State and has been forwarded to the Capital Outlay Committee.

Remarks of Members of the Board of Trustees

Chair McKnight-Morton spoke about the Honors Convocation, Commencement and Nursing Pinning Ceremony she attended.

President's Remarks

President Bellanca spoke about commencement, thanking the faculty and staff for their roles in the helping students complete and persist. She thanked Conference Services and the Foundation for their role in Dawn Procassini's Memorial. Lastly, President Bellanca thanked the Strategic Priority Team Leaders for all their work.

OLD BUSINESS

Energy Pump Replacement Mechanical Contract Award (Action)

It was moved by Trustee Hatcher and seconded by Treasurer Milliken that the Board approve a construction contract for John Darr Mechanical of Ann Arbor, Michigan, as Mechanical Contractor for the Energy Center Pump Replacement Project, in the amount of \$374,900.00; contingent upon the College administration obtaining a satisfactory contract with the firm.

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

Resolution to participate in IT/CLEMIS Agreement (Action)

It was moved by Treasurer Milliken and seconded by Trustee Hatcher that the Board approve the resolution as submitted.

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

**Financial Reports
(April 2018)
(Action)**

**Facilities
Development Report**

**Remarks of
Members of the
Board of Trustees**

President's Remarks

OLD BUSINESS

**Energy Pump
Replacement
Mechanical Contract
Award (Action)**

**Resolution to
participate in
IT/CLEMIS Agreement
(Action)**

Recommendation for New Programs for 2018-19 (Action)

It was moved by Trustee Hatcher and seconded by Secretary Davis that the Board approve the New Programs for 2018-19 and 3 + 1 proposals as submitted. The motion was adopted.

Resolution to Approve the 2018-19 Tax Levy Rate for General Operations (Action)

It was moved by Treasurer Milliken and seconded by Secretary Davis that the Board approve the 2018-19 Tax Levy of 3.3978 mills for operations as submitted.

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

Approval of the 2018 -19 General Fund Operating Budget (Action)

It was moved by Trustee Hatcher and seconded by Treasurer Milliken that the Board approved the 2018 – 19 Budget as submitted.

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

NEW BUSINESS

Proposed Approval of 2018-19 Faculty Sabbaticals

Dr. Kimberly Hurns, Vice President for Instruction, briefed the Board on the requested faculty sabbaticals for the 2018 – 19 academic year.

Approval of Non-Motorized Path Easement to Washtenaw County Parks & Recreation (Action)

It was moved by Trustee Hatcher and seconded by Trustee DeVarti that the Board authorize execution of the easement by President Bellanca or her designee.

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

Contract Award for Lobby Furniture Upgrade Project

Mr. Mark Allen, Vice President of Facilities Development and Operation talked about the background on the need for the furniture upgrade.

Recommendation for New Programs for 2018-19 (Action)

Resolution to Approve the 2018-19 Tax Levy Rate for General Operations (Action)

Approval of the 2018 -19 General Fund Operating Budget (Action)

NEW BUSINESS

Proposed Approval of 2018-19 Faculty Sabbaticals

Approval of Non-Motorized Path Easement to Washtenaw County Parks & Recreation (Action)

Contract Award for Lobby Furniture Upgrade Project

Contract Award for 2018 Bus Loop Paving Project (Action)

It was moved by Trustee DeVarti and seconded by Treasurer Milliken that Board approve a contract for KI of Green Bay, Wisconsin in the amount of \$177,531.81; contingent upon the College administration obtaining a satisfactory contract with the firm.

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

Ratification of the Washtenaw Community College Education Association Collective (WCCEA) Bargaining Agreement (Action)

It was moved by Trustee Hatcher and seconded by Secretary Davis that the Board ratify the proposed three-year contract effective August 29, 2018, continuing through August 27, 2021, between the Washtenaw Community College Education Association, a Chapter of the Michigan Education Association and affiliated with the National Education Association and the Washtenaw Community College Board of Trustees.

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

Motion to Adjourn Monthly Meeting (Action)

It was moved by Secretary Davis and seconded by Treasurer Milliken that the Board move to adjourn the monthly meeting. The motion was adopted. The monthly meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

Contract Award for 2018 Bus Loop Paving Project (Action)

Ratification of the Washtenaw Community College Education Association Collective (WCCEA) Bargaining Agreement (Action)

Motion to Adjourn Monthly Meeting (Action)

**MINUTES
WASHTENAW COMMUNITY COLLEGE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
TUESDAY, JUNE 12, 2018**

CALL TO ORDER

The Special Meeting of the WCC Board of Trustees was called to order by Chair Diana McKnight-Morton on June 12, 2018 at 5:00 p.m. in room 211, Student Center Building, 4800 E. Huron River Drive, Ann Arbor, Michigan.

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

Absent: Trustee David DeVarti and Trustee Richard Landau.

Approval of the Agenda (Action)

It moved by Trustee Hatcher seconded by Vice Chair Fleming that the Board approve the June 12th Special Meeting agenda. The motion was adopted.

Public Comment

There were no public comments.

Remarks of Members of the Board of Trustees

There were no Trustee remarks.

Motion to Adjourn and Meet in Closed Session (Action)

It was moved by Treasurer Milliken seconded by Secretary Davis that the Board adjourn the June 12, 2018 Special Meeting of the WCC Board of Trustees and move into closed session. The motion was adopted. The meeting adjourned at 5:02 p.m..

Respectfully submitted,

Angela Davis
Secretary

Diana McKnight-Morton
Chair

CALL TO ORDER

**Approval of the
Agenda (Action)**

Public Comment

**Remarks of
Members of the
Board of Trustees**

**Motion to
Adjourn and
Meet in Closed
Session (Action)**

Board of Trustees
Washtenaw Community College

TAB B

ACTION

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

Subject

Date

Monthly Personnel Recommendations

June 26, 2018

RECOMMENDATION

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

Prepared by: Samuel J. Veltri
Title: Vice President
Human Resource & Labor Relations

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

PERSONNEL RECOMMENDATIONS

June 2018

Economic & Community Development

Full-Time New Hires

Independent

Ashley Torrence, Talent Development Specialist I, \$19.76

Replacement

Krista Velandra, Talent Development Specialist I, \$19.78

Replacement

Part Time New Hire

Support Staff

Julia Toman, PT Talent Development Specialist I, \$19.11

Full Time Ending Employment

Milli Chu, Business Consultant, with eight (8) years of service.

Facilities Development & Operations

Full Time Ending Employment

Terry Herring, Building Maintenance Worker, retirement, with nineteen (19) years of service

Finance/Information Technology

Full-Time New Hires

Independent

Nicholas Hudson, Software Developer II, \$60,000

Replacement

Melissa Lenderman, Accounts Receivable Clerk, \$15.79

Replacement

Human Resources

Full Time Ending Employment

Cheryl Daniels, Employment Coordinator, retirement, with thirty-six (36) years of service

Instruction

Part-Time New Hires

Faculty

Laurissa Horvatinovich, Academic Skills, \$876 per course contact hour

Faculty - Classified & Professional Services Personnel

Heath Velliquette, Public Service Training, \$35.00

Lourdes Enid, Physical Science, \$19.49

Full Time Ending Employment

Loretta Klebba, Secretary, Dean Business/Computer Tech, retirement, with twenty-eight (28) years of service.

President

Part-Time New Hires

Independent

Nicholas Paulson, PT Research Analyst, \$21.57

Rui Ma, PT Research Analyst, \$21.57

Public Relations/Marketing

Full Time Ending Employment

Travis Ockerman, Digital Marketing Strategist, with less than two (2) years of service

Student & Academic Services

Full-Time New Hires

Independent

Personna Hover, Community Scholars College Success Coach, \$21.99

New

Support Staff

Marie Lance, Admissions Specialist, \$16.43

New

Part-Time New Hires

Independent

Corrine Fritzsche, PT Security Patrol Officer, \$14.50

Support Staff

Marian Gelani, PT Student Connection Specialist, \$14.40

Charde Madoula-Bey, PT Financial Aid Clerk, \$14.40

Full Time Ending Employment

Jennifer Theakston, Assistant Registrar, with two (2) years of service

Foundation

No Report

ACTION

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

Subject

Date

Appointment and 2018-19 Salary Adjustment for the
President and Chief Executive Officer

June 26, 2018

RECOMMENDATION

That, after reviewing current Michigan Community College Association presidential compensation comparison data and recognizing that last year's one-time deferred compensation payment equal to 5.6% of her annual salary would not be renewed, the Board of Trustees extend the appointment of Dr. Rose B. Bellanca as President and Chief Executive Officer to June 30, 2021, that her 2018-2019 salary be set at \$220,785, that she receive a \$13,000 increase to her existing Miscellaneous Expenses annual payment, that she receive an annual retirement annuity payment equal to 6.1% of her annual salary, that she receive an annual supplemental retirement account plan payment equal to 6.1% of her annual salary, and that the Chair of the Board of Trustees be authorized to sign a contract with Dr. Bellanca on behalf of the Board.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Larry Barkoff

Recommended by: Rose B. Bellanca E.S.

Title: General Counsel

Rose B. Bellanca, President

ACTION

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

Subject

Date

2018 – 19 Independent Staff Salary Range Table

June 26, 2018

RECOMMENDATION

That the Board of Trustees approve the 2018 – 19 Independent Staff Salary Range Table as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Samuel J. Veltri

Recommended by: Rose B. Bellanca Ed.D.

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

Washtenaw Community College
 -2017-2018
 Independent Staff Salary Range Table
 Effective July 1, 2017

Washtenaw Community College
 2018-2019
 Independent Staff Salary Range Table
 Effective July 1, 2018

Grade	Min	Mid	Max	<i>Part time Starting Rate</i>	Grade	Min	Mid	Max	<i>Part time Starting Rate</i>
101	\$30,160	\$38,427	\$46,715	\$14.50	101	\$30,612	\$39,003	\$47,416	\$14.72
102	\$36,812	\$46,933	\$57,055	\$17.70	102	\$37,364	\$47,637	\$57,911	\$17.96
103	\$39,746	\$50,674	\$61,602	\$19.11	103	\$40,343	\$51,434	\$62,526	\$19.40
104	\$44,856	\$57,191	\$69,525	\$21.57	104	\$45,529	\$58,049	\$70,568	\$21.89
105	\$48,882	\$62,907	\$76,470	\$23.50	105	\$49,616	\$63,850	\$77,617	\$23.85
106	\$53,830	\$68,631	\$83,433	\$25.88	106	\$54,637	\$69,661	\$84,684	\$26.27
107	\$61,670	\$78,632	\$95,589	\$29.65	107	\$62,595	\$79,812	\$97,022	\$30.09
108	\$72,890	\$92,932	\$112,979	\$35.04	108	\$73,984	\$94,326	\$114,673	\$35.57
109	\$79,618	\$101,510	\$124,421	\$38.28	109	\$80,812	\$103,033	\$126,287	\$38.85
110	\$86,339	\$110,081	\$133,826	\$41.51	110	\$87,634	\$111,732	\$135,833	\$42.13
111	\$96,441	\$122,965	\$149,485	\$46.37	111	\$97,888	\$124,810	\$151,727	\$47.06
201	\$31,126	\$39,688	\$48,243	\$14.96	201	\$31,593	\$40,283	\$48,967	\$15.19
202	\$37,914	\$48,341	\$58,767	\$18.23	202	\$38,483	\$49,067	\$59,649	\$18.50
203	\$40,935	\$52,192	\$63,449	\$19.68	203	\$41,549	\$52,975	\$64,400	\$19.98
204	\$48,218	\$61,476	\$74,733	\$23.18	204	\$48,941	\$62,398	\$75,854	\$23.53
205	\$56,627	\$72,203	\$87,776	\$27.22	205	\$57,476	\$73,286	\$89,093	\$27.63
206	\$63,921	\$81,497	\$99,079	\$30.73	206	\$64,879	\$82,720	\$100,565	\$31.19
207	\$71,210	\$90,790	\$110,374	\$34.24	207	\$72,279	\$92,152	\$112,030	\$34.75
208	\$78,498	\$100,084	\$121,669	\$37.74	208	\$79,676	\$101,585	\$123,494	\$38.31
209	\$85,971	\$109,611	\$133,254	\$41.33	209	\$87,260	\$111,255	\$135,253	\$41.95
210	\$93,444	\$119,142	\$144,837	\$44.92	210	\$94,846	\$120,929	\$147,010	\$45.60

**Washtenaw Community College
2018-2019
Independent Staff Salary Range Table
Effective July 1, 2018**

Grade	Min	Mid	Max	Part time Starting Rate
101	\$30,612	\$39,003	\$47,416	\$14.72
102	\$37,364	\$47,637	\$57,911	\$17.96
103	\$40,343	\$51,434	\$62,526	\$19.40
104	\$45,529	\$58,049	\$70,568	\$21.89
105	\$49,616	\$63,850	\$77,617	\$23.85
106	\$54,637	\$69,661	\$84,684	\$26.27
107	\$62,595	\$79,812	\$97,022	\$30.09
108	\$73,984	\$94,326	\$114,673	\$35.57
109	\$80,812	\$103,033	\$126,287	\$38.85
110	\$87,634	\$111,732	\$135,833	\$42.13
111	\$97,888	\$124,810	\$151,727	\$47.06
201	\$31,593	\$40,283	\$48,967	\$15.19
202	\$38,483	\$49,067	\$59,649	\$18.50
203	\$41,549	\$52,975	\$64,400	\$19.98
204	\$48,941	\$62,398	\$75,854	\$23.53
205	\$57,476	\$73,286	\$89,093	\$27.63
206	\$64,879	\$82,720	\$100,565	\$31.19
207	\$72,279	\$92,152	\$112,030	\$34.75
208	\$79,676	\$101,585	\$123,494	\$38.31
209	\$87,260	\$111,255	\$135,253	\$41.95
210	\$94,846	\$120,929	\$147,010	\$45.60

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

Subject

Date

2018 – 19 Independent Staff Salary Adjustments

June 26, 2018

RECOMMENDATION

That the Board of Trustees approve a 1.5% adjustment to the Independent Staff salary and wage rates, for the 2018 – 19 fiscal year.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Samuel J. Veltri

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

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

Board of Trustees
Washtenaw Community College

TAB F

ACTION

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

Subject

Date

2018 – 19 Part-Time Support Staff and Club Sports Coaches Salary

June 26, 2018

RECOMMENDATION

That the Board of Trustees approve the 2018 – 19 Part-Time Support Staff and Club Sports Coaches Salary as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Samuel J. Veltri

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

Title: Vice President

Rose B. Bellanca, President

Human Resource & Labor Relations

**WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
~~2017-2018~~ 2018 - 2019**

Effective: ~~July 1, 2017~~ July 1, 2018

Support Staff Workers

<u>Initial Hourly Wage Rate</u>	<u>Level I</u>	<u>Level II</u>	<u>Student</u>
	\$12.53 \$12.72	\$14.40 \$14.62	\$10.89 \$11.05

Criteria for placement at Level II:

Skills and Experience

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

Student Workers:

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

Club Sport Coaches

Season Salary

Baseball- Men's	\$2,700	\$2,900
Basketball- Men's	\$3,750	\$4,075
Basketball- Women's	\$3,750	\$4,075
Cross Country	\$2,700	\$2,900
Dance- Women's	\$3,700	\$4,000
Hockey- Men's	\$3,900	\$4,200
Soccer- Men's	\$2,700	\$2,900
Soccer- Women's	\$2,700	\$2,900
Softball- Women's	\$2,700	\$2,900
Volleyball- Men's	\$2,650	\$2,850
Volleyball- Women's	\$2,650	\$2,850

TUITION GRANT FOR PART-TIME SUPPORT STAFF

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

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

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

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

ADA/EEO/Title IX/Section 504

Washtenaw Community College does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status, or any other protected status as provided for and to the extent required by federal and state statutes. Nor does the college discriminate on the basis of sexual orientation, gender identity or gender expression.

Questions and inquiries should be directed as follows: **Facility access inquiries:** V.P. for Facilities, Grounds and Campus Safety, PO 112, 734-677-5322; **Employment compliance inquiries:** V.P. for Human Resources, BE 120, 734-973-3497; **Title IX or ADA/504 inquiries related to programs and services:** V.P. for Student and Academic Services, SC247, 734-973-3536.

**WASHTENAW COMMUNITY COLLEGE
PART-TIME STAFF & COACHES
WAGE RATES
2018 - 2019**

Effective: July 1, 2018

Support Staff Workers

<u>Initial Hourly Wage Rate</u>	<u>Level I</u>	<u>Level II</u>	<u>Student</u>
	\$12.72	\$14.62	\$11.05

Criteria for placement at Level II:

Skills and Experience

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

Student Workers:

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

Club Sport Coaches

Season Salary

Baseball- Men's	\$2,900
Basketball- Men's	\$4,075
Basketball- Women's	\$4,075
Cross Country	\$2,900
Dance- Women's	\$4,000
Hockey- Men's	\$4,200
Soccer- Men's	\$2,900
Soccer- Women's	\$2,900
Softball- Women's	\$2,900
Volleyball- Men's	\$2,850
Volleyball- Women's	\$2,850

TUITION GRANT FOR PART-TIME SUPPORT STAFF

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

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

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

Subject	Date
2018 – 19 Part-Time Faculty Wage Rates	June 26, 2018

RECOMMENDATION

That the Board of Trustees approve the 2018 – 19 Part-Time Faculty Wage Rates as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Samuel J. Veltri
Title: Vice President
Human Resource & Labor Relations

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

**WASHTENAW COMMUNITY COLLEGE
PART- TIME FACULTY
WAGE RATES
~~2017-2018~~ 2018 - 2019**

Effective: ~~Fall Semester 2017~~ Fall Semester 2018

A. Wage Rate and Load Assignment

1. Professional Instructor (Non-Adjunct)

~~\$867~~ \$880 per one (1) course contact hour

*The course contact hour divided by 15 equals the clock hour rate (i.e. ~~\$867/15 = \$57.80~~)
(i.e. $\$880/15 = \58.67)*

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

2. Professional Instructor (Adjunct)

~~\$921~~ \$935 per one (1) course contact hour

*The course contact hour divided by 15 equals the clock hour rate (i.e. ~~\$921/15 = \$61.39~~)
(i.e. $\$935/15 = \62.33)*

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

3. WCC Retired Professional Instructor and Retired Administrator

~~\$1,118~~ \$1,135 per one (1) course contact hour

*The course contact hour divided by 15 equals the clock hour rate (i.e. ~~\$1,118/15 = \$74.53~~)
(i.e. $\$1,135/15 = \75.67)*

A full-time professional instructor or administrator, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

4. WCC Retired Professional Counselor and Librarians

Maximum hours per week are twenty (20).

~~\$47.22~~ \$47.93 per clock hour worked

A full-time professional counselor or librarian, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

5. **Counselor, Librarian, Professional Service Personnel**

Maximum hours per week are twenty (20).

~~\$35.00~~ **\$35.53** per clock hour worked

6. **Classified Faculty**

Hourly Rate

Maximum hours per week are twenty (20).

a.) Laboratory Assistant	\$19.49 \$19.78
b.) Student Advisor	\$21.11 \$21.43
c.) Clinical Instructor	
2 & 3 years related work experience	\$33.86 \$34.37
4 years and over related work experience	\$35.26 \$35.79

B. Credentials

Required credentials for part-time faculty teaching general education courses include a Master's degree in the area of teaching, or a Master's degree with a minimum of 18 graduate credit hours in the discipline taught. Required credentials for part-time faculty teaching career and technical education certificate and occupational degree programs include a Bachelor's degree in the field and/or combination of education, training and tested experience.

ADA/EEO/Title IX/Section 504

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**WASHTENAW COMMUNITY COLLEGE
PART- TIME FACULTY
WAGE RATES
2018 - 2019**

Effective: Fall Semester 2018

A. Wage Rate and Load Assignment

1. Professional Instructor (Non-Adjunct)

\$880 per one (1) course contact hour

The course contact hour divided by 15 equals the clock hour rate (i.e. $\$880/15 = \58.67)

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

2. Professional Instructor (Adjunct)

\$935 per one (1) course contact hour

The course contact hour divided by 15 equals the clock hour rate (i.e. $\$935/15 = \62.33)

Normally a three (3) credit hour course in either Fall or Winter Semester would typically equal three (3) course contact hours. Non-teaching assignments shall be at the Professional Services Personnel rates below.

3. WCC Retired Professional Instructor and Retired Administrator

\$1,135 per one (1) course contact hour

The course contact hour divided by 15 equals the clock hour rate (i.e. $\$1,135/15 = \75.67)

A full-time professional instructor or administrator, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

4. WCC Retired Professional Counselor and Librarians

Maximum hours per week are twenty (20).

\$47.93 per clock hour worked

A full-time professional counselor or librarian, who retires after a minimum of fifteen (15) years of service at WCC, requests and is granted emeritus teaching status, shall be placed in this wage classification.

5. **Counselor, Librarian, Professional Service Personnel**

Maximum hours per week are twenty (20).

\$35.53 per clock hour worked

6. **Classified Faculty**

Hourly Rate

Maximum hours per week are twenty (20).

a.) Laboratory Assistant	\$19.78
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c.) Clinical Instructor	
2 & 3 years related work experience	\$34.37
4 years and over related work experience	\$35.79

B. Credentials

Required credentials for part-time faculty teaching general education courses include a Master's degree in the area of teaching, or a Master's degree with a minimum of 18 graduate credit hours in the discipline taught. Required credentials for part-time faculty teaching career and technical education certificate and occupational degree programs include a Bachelor's degree in the field and/or combination of education, training and tested experience.

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Board of Trustees
Washtenaw Community College

TAB H

ACTION

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

Subject

Date

2018 – 19 Department Chair Appointments

June 26, 2018

RECOMMENDATION

That the Board of Trustees approve the attached 2018- 2019 Faculty Department Chair appointments.

Prepared by: Samuel J. Veltri
Title: Vice President
Human Resource & Labor Relations

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

DEPARTMENT CHAIR APPOINTMENT 2018-2019

ADVANCED TECHNOLOGIES & PUBLIC SERVICE CAREERS

Advanced Manufacturing Technology	Tom Penird
Automotive Body	Tim VanSchoick
Automotive Services	Justin Morningstar
HVAC	Robert (Bob) Carter
Motorcycle	Shawn Deron
Public Services Careers	Ruth Walsh
Welding and Fabrication	Glenn Kay

ART & SCIENCES

Academic Skill	Bonnie Arnett (Fall 2018) Jessica Hale (Winter 2019)
Behavioral Sciences	Starr Burke
English/Writing	Carrie Krantz
Foreign Language	Michelle Garey
Humanities	Ali Fournier
Life Sciences	Anne Heise
Math	Lisa Manoukian
Performing Arts	Noonie Anderson
Physical Sciences	Kathy Butcher
Social Sciences	Gregg Heidebrink

BUSINESS & COMPUTER TECHNOLOGIES

Business	Douglas Waters
Computer Information Systems	Phil Geyer
Culinary Arts & Hospitality	Derek Anders, Jr
Digital Media Arts	Ingrid Ankerson/ Don Werthmann

HEALTH SCIENCES

Allied Health	Kristina Sprague
Health Sciences	Rene Stark
Nursing	Theresa Bucy

Board of Trustees
Washtenaw Community College

TAB I

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Financial Reports (May 2018)

June 26, 2018

RECOMMENDATION

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

Prepared by: William Johnson

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

Title: CFO and Vice President of Finance

Rose B. Bellanca, President

Financial Narrative

May 2018

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2017-18, the eleven months ended May 31, 2018. Both the Annual Budget and YTD Budget figures included in the Revenue and Expenditures – General Fund report reflect the revised 2018 budget approved by the Board of Trustees at their meeting on March 27, 2018.

Revenue

As of May 31, 2018, Total Revenues were \$104.0 million; Total Expenditures and Operating Transfers were \$95.3 million. Revenues in total are ahead of the expected budget for the first eleven months of the year by approximately \$760,000.

Spring Tuition revenue is ahead of the annual budget by approximately \$34,000 with both headcount and credit hour enrollments surpassing last year, and registration activity continuing into June. The Spring Tuition revenue amount includes 65% of the tuition revenue billed through May for the upcoming Spring/Summer term (an estimate of what will be earned in this fiscal year), along with \$1.5 million of tuition revenue that was earned for the prior 2017 Spring/Summer term.

State Aid revenue reflects eleven months of the annual appropriation for the new fiscal year, along with additional revenue specifically appropriated to offset increases in the cost of the MPERS pension plan. The annual impact of this additional appropriation is unknown at this time, but as of the end of May, the College had received approximately \$190,000 of additional appropriations to offset pension costs.

Receipts for Local Government Taxes through May are \$50.6 million, or 98.5% of the total budget. In early June, the College received approximately \$940,000 from the County for delinquent taxes across the various jurisdictions. Once the final reconciliations are complete, we expect tax revenues to exceed the budget by roughly \$200,000.

Expenditures

Total Expenditures through May 31, 2018, represent 90 percent of the budgeted expenditures for the fiscal year. Overall expenditures are slightly lower than what was expected through the first eleven months of the year, resulting in a positive variance of approximately \$380,000.

Direct expenditures are approximately \$770,000 better than budget, offset by a \$390,000 negative variance in personnel expenditures. The personnel variance is trending negative due to fewer vacancies than expected in the past few months and greater PT Faculty expense in response to the higher enrollment levels.

The General Administrative category absorbed the vast majority of the revised budget adjustments. As a result, this category shows a large negative variance, which balances the positive variances in the other areas throughout the College. The negative variance in the Health Sciences Division is a result of strong enrollments driving additional instructional costs.

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

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,100,000	12,100,000	12,095,332	(4,668)
Tuition Winter	11,300,000	11,300,000	11,247,137	(52,863)
Tuition Spring	4,752,069	4,752,069	4,785,981	33,912
Student Fees	4,260,000	4,256,782	4,324,013	67,231
Total Tuition and Fees	32,412,069	32,408,851	32,452,463	43,612
Local Property Taxes	51,400,000	50,467,476	50,648,244	180,769
State Appropriations	14,558,874	13,422,924	13,618,433	195,509
Trade Partnerships	3,711,702	3,499,850	3,583,963	84,113
Investment Income	786,500	720,958	762,859	41,901
Other	1,764,825	1,564,458	1,700,268	135,810
Auxiliary Activities	1,226,650	1,145,539	1,222,434	76,895
Total Revenue	105,860,620	103,230,056	103,988,665	758,608
EXPENDITURES				
Humanities & Social Sciences	11,747,560	10,809,533	10,629,847	179,686
Math, Science & Engineering Technologies	8,897,370	8,124,729	8,086,491	38,238
Health Sciences	5,315,587	4,882,568	5,204,967	(322,399)
Business & Computer Technologies	7,042,671	6,478,608	6,447,343	31,265
Advanced Technologies & Public Service Careers	7,157,544	6,496,044	6,000,798	495,246
Continuing Education	644,962	552,472	455,751	96,721
Distance Learning	1,835,766	1,590,073	1,607,409	(17,336)
Instructional Support	13,452,677	12,202,077	11,004,167	1,197,911
Total Instruction	56,094,137	51,136,105	49,436,773	1,699,332
Student Services	8,904,836	7,990,051	7,134,999	855,052
Scholarships	1,558,402	1,497,888	1,357,595	140,293
Executive Management	2,100,673	1,842,037	1,682,059	159,978
General Admin - Institutional Services	2,824,764	2,564,595	7,207,126	(4,642,531)
MIS/Computer Services	7,847,903	6,681,755	6,158,150	523,604
Public Relations Development	3,525,438	3,072,211	2,434,303	637,907
Community Services	2,024,898	1,815,084	1,749,917	65,167
Physical Plant Operations	10,435,044	9,409,341	8,589,543	819,798
Utilities	2,103,493	1,917,224	1,930,748	(13,524)
Equipment	1,561,015	1,172,078	1,040,119	131,960
Total Non-Instruction	42,886,466	37,962,265	39,284,559	(1,322,295)
Total Expenditures	98,980,603	89,098,370	88,721,332	377,038
OPERATING TRANSFERS				
Repair & Maintenance	1,500,000	1,500,000	1,500,000	-
Debt Retirement	1,927,475	1,927,475	1,927,475	-
Health & Fitness Center	(2,025,000)	(1,606,250)	(1,606,250)	-
Deferred Maintenance	4,500,000	4,500,000	4,500,000	-
Furniture	250,000	250,000	250,000	-
Total Operating Transfers	6,152,475	6,571,225	6,571,225	-
Total Expenditures and Operating Transfers	105,133,078	95,669,595	95,292,557	377,038
Operating Revenue Over Expenditures & Transfers	727,542	7,560,462	8,696,108	1,135,646
OTHER NON-OPERATING ACTIVITY				
Unrealized Gain/(Loss) on Investment	-	-	(331,730)	(331,730)
Total Revenue over Expenditures & Transfers	727,542	7,560,462	8,364,378	803,916

Capital Fund
Project Summary
May 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	1,828,220	-	1,780
Total Storage Receiving Building	\$ 1,830,000	\$ 1,828,220	\$ -	1,780
Campus Wide				
System Improvements:				
Classroom & Lab access Control	570,802	558,194	1,195	11,413
CC - STEP Equipment	7,627,434	7,504,061	0	123,373
Campus Security System Upgrades	318,691	226,839	90,601	1,251
Campus Data Storage Upgrades	225,000	224,080	-	920
Total Campus Wide	\$ 8,741,927	\$ 8,513,173	\$ 91,796	136,958
Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,341,394	\$ 91,796	138,738
Revenue Over (Under) Expenditures		\$ 241,301		

**Washtenaw Community College
Deferred Maintenance Fund
May 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	3,706,792
Projects funded through other budgeted sources	(821,900)
Deferred Maintenance requirement 2012-2022	<u>24,488,192</u>

Since inception of fund:

General Fund Transfers	15,300,000
Completed projects	(8,830,508)
Projects in process	(3,797,827)
Uncommitted Fund Balance	<u>2,671,665</u>

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	62,075
TIB NE & SE Storefront Replace	136,599
Parking Lots Replacement	1,855,744
Concrete Sidewalk Replacement FY17	72,617
CLASB 2nd Fl window and sill	113,472
Total of FY18 completed projects < \$50,000 each	56,259
Total Completed	<u>8,830,508</u>

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	432,827
EC Tunnels reinsulate primary heating water & chilled water piping	80,000
EC - Upgrade 13,200 v main campus fed with a power line conditioning system	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
MLB-Boiler Replacement	290,000
MLB-Firing Range AHU Replacement	190,000
Total of other projects < \$50,000 each	35,000
Total in Process	<u>3,797,827</u>

* Scheduled; no financial activity as of report date

Additional projects pending for next twelve months

	<u>Expected Budget</u>
CAMPUS-Flooring Replacement (Based upon assessment)	150,000
EC-Replace campus cooling tower with stainless steel unit	400,000
EXTERIOR-Concrete sidewalk replacement	80,000
FEB-Install addressable fire alarm system	110,000
FEB-Roof Replacement	60,000
FEB-Upgrade & Replace Lighting	75,000
GL-Handicap ramp replacement	100,000
GL-Northeast wall waterproofing & drain tile	62,000
THFC-The lap pool and therapy pool floor and walls need to be replaced with ceramic.	200,000
CLASB-Corridor Tile Flooring Replacement 2nd Floor	110,000
CLASB-Do an exploratory roof or air intake on the southeast side to the CLASB Addition	60,000
CLASB-Replace Chemistry Hoods	150,000
MLB-Replace seminar room walls	300,000
Total of other projects < \$50,000 each	658,000
Total Pending	<u>2,515,000</u>



**WCC Active Portfolio
Portfolio Management
Portfolio Summary
May 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.
Federal Agency Coupon Securities	7,000,000.00	6,826,612.22	6,984,124.10	26.82%	2,479	1649	2.110	2.139
Treasury Coupon Securities	2,000,000.00	1,986,616.58	1,988,788.93	7.64%	371	303	2.070	2.098
State of Michigan Coupon Securities	4,000,000.00	3,874,600.00	4,010,231.06	15.40%	2,505	1986	2.114	2.144
Municipal Bonds	13,000,000.00	12,890,230.00	13,061,813.74	50.15%	2,181	1300	2.395	2.428
	26,000,000.00	25,578,058.80	26,044,957.83	100.00%	2,172	1,423	2.250	2.282

Investments	Month Ending 5/31/2018	Fiscal Year 2017 - 2018 To Date	Month Ending 5/31/17	Fiscal Year 2016 - 2017 To Date
Total Earnings				
Current Year	49,317.56	518,422.02	45,720.29	447,619.63
Average Monthly Balance - Long Term Invested Balance		25,731,717.43		25,122,380.02
Effective Rate of Return - Long Term Invested Balance		2.20%		2.14%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 5/31/2018	2.08%	2.23%	2.68%	2.83%	2.91%

Reporting period 05/01/2018-05/31/2018

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- Materials purchasing is complete. Materials all ordered and partially delivered to campus.
- Work continuing in buildings including supports, wiring and mounts.
- Upgrades occurring in Morris Lawrence, Health Fitness Center, Business Education and the Harriet St Center.

Advanced Transportation Center Addition and Renovation Project

- State Budget Office recommended submittal package for construction.
- The project was included in the state budget bill passed by the legislature.

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>2nd Floor Construction Complete. 1st Floor Construction ongoing.</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. Tie-In Complete.</i>
5.	Energy Center water cooled heating pump(s) replacement with air cooled pumps and piping reconfiguration <i>Budget = \$400,000</i>	<i>Submittals & planning ongoing</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>Project bids under review.</i>
10.	OEB Sanitary Line and Manholes Rebuild <i>Budget = \$70,000</i>	<i>Complete.</i>
11.	Maintenance Garage Mechanical System Replacement <i>Budget = \$90,000</i>	<i>Construction ongoing.</i>
12.	GMB 3 rd Floor Carpet and resilient flooring Replacement <i>Budget = \$75,000</i>	<i>Construction ongoing.</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>Project out for bids.</i>
16.	MLB Firing Range Air-Handling Units Replacement <i>Budget = \$150,000</i>	<i>Project out for bids.</i>
17.	SCB South Stair Ceramic Tile Replacement <i>Budget = \$40,000</i>	<i>Construction Documents complete. Sequence w/ other SC work.</i>
18.	Campus Wide Temperature Control System Panels Upgrades <i>Budget = \$115,000</i>	<i>Construction ongoing.</i>
19.	<i>Campus Wide Concrete Sidewalk Replacement</i> <i>Budget = \$75,000; actuals to date = \$72,617</i>	<i>Complete.</i>
20.	EC Tunnel Insulation Replacement <i>Budget = \$80,000</i>	<i>Engineering solutions are being re-evaluated</i>
21.	Bus Loop & Parking Lot 6 Replacement <i>Budget = \$950,000</i>	<i>Work to start July 9th.</i>
22.	HFC Heat Exchanger Replacement <i>Budget = \$55,000</i>	<i>Construction underway.</i>
23.	Parking Structure Waterproofing & Joint Repl. <i>Budget = \$225,000</i>	<i>Complete.</i>
24.	SC 2 nd Floor HVAC Upgrades <i>Budget = \$180,000</i>	<i>Construction Documents complete. Sequence w/ other SC work.</i>

Campus Repair & Maintenance Projects Update

1.	SEMCOG Non-Motorized Pathway <i>Budget = \$80,000</i>	<i>MDOT/WCRC finalizing bid details.</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 = \$450,000</i>	<i>Construction ongoing.</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 Complete. Phase 2 construction ongoing.</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 ongoing.</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>Construction ongoing.</i>
12.	Welding Lab Lighting Upgrade <i>Budget = \$40,000</i>	<i>Complete.</i>
13.	SC203 Rearrangement <i>Budget = \$40,000</i>	<i>Complete.</i>
14.	Exterior Messaging Signage <i>Budget = \$75,000</i>	<i>Project development underway.</i>
15.	Campus Wide Joint Sealants <i>Budget = \$40,000</i>	<i>Construction underway.</i>
16.	Huron River Watershed Council Grant Upgrades <i>Budget = \$0</i>	<i>Grant Cancelled.</i>
17.	WTMC Furniture & Space Upgrade <i>Budget = \$0 (WTMC Funded)</i>	<i>Furniture on order.</i>
18.	TI126 Sink Relocation & Installation <i>Budget = \$6,000</i>	<i>Complete.</i>

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

1. AF Smith Electric, SC 1st Floor Phase 2 Renovations Electrical, \$52,375
2. Boone & Darr, Maintenance Garage Underground Mechanical Piping, \$95,700
3. Great Lakes Ceiling & Carpentry, SC 1st Floor Phase 2 Renovations Carpentry, \$33,572
4. John Darr Mechanical, TI Nursing Simulation/Skills Labs Mechanical Piping, \$48,800
5. S & Z Sheetmetal, TI Nursing Simulation/Skills Labs Mechanical Sheet Metal, \$24,400
6. S & Z Sheetmetal, SC 1st Floor Phase 2 Renovations Mechanical, \$38,900
7. Wiltse Electric Service, TI Nursing Simulation/Skills Lab Electrical, \$47,310

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Approval of 2018 - 19 Faculty Sabbaticals

June 26, 2018

RECOMMENDATION

That the Board of Trustees approve the requested 2018 – 19 Faculty Sabbatical Leaves as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Dr. Kimberly Hurns
Title: Vice President of Instruction

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

Summaries for Recommended Sabbatical Leave Requests

(from Jennifer Baker, *Sabbatical Leave Summaries Memorandum*, May 22, 2018)

Mary Coral-Burns: Nursing Department, Winter 2019

Mary will develop assessment methods and tools across the curriculum which will connect the end of program student learning outcomes specific to evaluating clinical judgment/critical thinking and student's readiness for practice. Her work will also involve using the student's self-evaluation of clinical sites for increasing their clinical judgment/critical thinking skills, along with the clinical faculty's evaluation of individual student's clinical judgment/critical thinking skills, and nurse managers from practice sites evaluations of the individual student's clinical judgment/critical thinking skills.

Kathleen Cook: Physical Therapy Assistant, Winter 2019

Kathleen will take two classes at the University of Montana as part of their Health Sciences Education Leadership Certificate Program. This curriculum is specifically designed to provide experience in educational theory and methodology, instructional design, student evaluation and outcome assessment for health science programs. The WCC PTA program accreditation under CAPTE requires the equivalent of 9 credits in this area for Program Directors. She will also attend the CAPTE accreditation self-study workshop and APTA Combined Sections meeting.

Kim Jones: English Department, Winter 2019

In Kim's sabbatical, she will study neurocriminology [an emerging sub-discipline of biocriminology and criminology that applies brain imaging techniques and principles from neuroscience to understand, predict, and prevent crime] and its impact on law, policy, and the criminal justice system. She will look at the intersection between science and political policy as it relates to current knowledge of the brain. She will conduct a literature review on the general topic, interview researchers on their perspectives and talk with local politicians, lawyers, and inmates on their views on this topic. Her research will culminate in a campus wide panel discussion on using this knowledge to create reform in 'the criminal justice system as well as in creating preventative measures against violence by youth.

Kristy Norris: Behavioral Science Department, Fall 2018

Kristy will develop and deploy an extensive, HSW specific survey that drills down into student experience, program impact, and long-term outcomes. In addition, she will conduct a brief survey of agency partners as a way to identify any specific skills/needs that would increase the appeal of our graduates. Kristy plans to utilize survey outcomes to implement program changes, handbook changes, and communication changes in her program. Kristy will also develop an advising toolkit to streamline HSW communications with academic advising.

Juan Redondo: Foreign Languages Department, Fall 2018

During Juan's sabbatical he will visit several French and Spanish universities. The purpose of his visits will be to analyze their programs to improve courses here at WCC and to pursue the possibilities of study abroad opportunities for our students. Juan will be performing an in-depth study of foreign languages teaching methodologies in Europe, specifically in Spain, France and Italy. This study will include analysis of internet resources used in the classroom and outside the classroom. He will scrutinize the nature of in-class activities at the institutions he visits with special attention to both oral comprehension and oral communication.

Matthew Zacharias: Digital Media Arts Department, Winter 2019

Matt's sabbatical will include upgrading his skills in DSLR camera operation and lighting/gaffing skills, integrating entrepreneurial skills and accessible resources across numerous course in the Video Production curriculum, increasing community program awareness and marketing by organizing and standardizing social media practices within the department, launching a new course (VID 275 - Documentary Video Production) and completing production and editing of a feature length documentary project, 'Spahn Ranch.'

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Contract Award for Lobby Furniture Upgrade Project

June 26, 2018

RECOMMENDATION

That the Board of Trustees approve a contract for KI of Green Bay, Wisconsin, as a supplier for the Campus Wide Lobby Furniture Replacement Project, in the amount of \$177,531.81; contingent upon the College administration obtaining a satisfactory contract with the firm.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Mark Allen
Title: Vice President, Facilities
Development and Operations

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

ACTION

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

Subject

Date

Revision to 2018 Schedule of Board Meetings

June 26, 2018

RECOMMENDATION

That the Board of Trustees revise the 2018 Schedule of Board Meetings and hold the July Monthly Meeting on July 17, 2018 at 6:00pm in the Seminar Rooms of the Health and Fitness Center at Washtenaw Community College located at 4833 E Huron River Drive, Ann Arbor, MI 48105.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: Larry Barkoff
Title: General Counsel

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