

**SEPTEMBER 24, 2019
MONTHLY MEETING OF
THE BOARD OF TRUSTEES**

On **September 24, 2019**, the Washtenaw Community College Board of Trustees will hold their Monthly Meeting at **6:00 p.m.** in room 150 of the 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, (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. – SEPTEMBER 24, 2019
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**

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

- IV. SPECIAL REPORTS**
 - A. STEM Scholars
 - B. Introduction of New Faculty
 - C. Union Training Partnerships Update
 - D. Presentation on the Local Strategic Value Document (*SB 0134 of 2019*)

- V. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Recommendations (**Action**).....Tab B
 - 2. Financial Reports (Year End – June 2019) (**Action**).....Tab C
 - 3. Facilities Development ReportTab D

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

- VII. NEW BUSINESS**
 - A. Discussion
 - 1. Review of FY 19 Audit.....Tab E
 - 2. 2021 – 2025 WCC Capital Outlay Plan.....Tab F
 - 3. Recommended Revisions to Policy 2005 – 1st ReadingTab G
 - 4. CLASB Flooring Replacement ContractTab H
 - B. Action
 - 1. Resolution Regarding SB 0134 of 2019 (**Action**).....Tab I

- VIII. 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
September 24, 2019

RECOMMENDATION

That the Board of Trustees approve the minutes July 30th Monthly Meeting as submitted.

Prepared by: Vanessa Brooks
Title: Director of President and
Board Affairs

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

**MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, JULY 30, 2019**

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on July 30, 2019 at 6:05 p.m. in Towsley Auditorium, Morris Lawrence Building, 4800 East Huron River Drive, Ann Arbor, Michigan.

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

Absent: Trustee Ruth Hatcher

Approval of Agenda (Action)

It was moved by Trustee McKnight-Morton and seconded by Secretary Davis that the Board approve the agenda for the July 30th Monthly Meeting. The motion was adopted.

Approval of Minutes (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Landau that the Board approve the minutes of the June 25th Monthly Meeting as submitted. The motion was adopted.

Recess to Go Into Closed Session to Discuss Collective Bargaining (Action)

It was moved by Trustee Landau and seconded by Vice Chair Milliken that the Board recess to go into Closed Session to discuss Collective Bargaining.

A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Landau; yes and Trustee McKnight-Morton; yes. The motion was adopted. The meeting recessed at 6:07 pm.

The meeting reconvened at 6:19pm.

Ratification of Appendix E of the Washtenaw Community College Education Association Master Agreement (Part-Time Adjunct Teaching Faculty) Contract (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that TAB I be moved to current business. The motion was adopted.

It was moved by Trustee Landau and seconded by Trustee McKnight-Morton that the Board ratify the proposed three-year agreement effective August 16, 2019, continuing through August 15, 2022, between Part-Time Adjunct Teaching Faculty, affiliate with Michigan Education Association/National Education Association and the Washtenaw Community College Board of Trustees.

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

Call to order

Approval of Agenda (Action)

Approval of Minutes (Action)

Recess to Go Into Closed Session to Discuss Collective Bargaining (Action)

Ratification of Appendix E of the Washtenaw Community College Education Association Master Agreement (Part-Time Adjunct Teaching Faculty) Contract (Action)

CITIZEN PARTICPATION

WCC Education Association

Mr. David Fitzpatrick, WCCEA President and Social Science faculty, thanked Chair Fleming for moving the vote on the Adjunct Contract to current business. He stated that both sides should be commended for working together to get the contract done. Lastly, he stated that it was the job of everyone to support the decision to go to managed services.

Public Comments

There were no public comments.

Written Communications

There was one communication received.

SPECIAL REPORTS

Master Plan Process Update

Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning and Accreditation gave the Board a brief overview of the Master Plan process over the last year.

Mr. Stephan White, Director of Landscape Architecture and Urban Design of Albert Kahn and Associates presented to the Board a draft of the Master Plan based on the feedback received throughout the process.

College Goals – Strategic Plan Accomplishments 2018 – 19

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.

Dr. Kimberly Hurns, Vice President of Instruction spoke to the Board about implantation of the professional development software with an increased engagement of twenty four percent campus wide.

Ms. Christine Mihaly, Director of Human Resources briefed the Board on the diversity and technical training offered via Human Resources resulting in a thirty-seven percent increase in the diversity of applicant pools.

Ms. Linda Blakey, Executive Vice President of Student and Academic Services described to the Board the Title X and Public Safety initiatives that were available for students, faculty and staff over the past year.

Dr. Kimberly Hurns, Vice President of Instruction and Ms. Linda Blakey, Executive Vice President of Student and Academic Services spoke to the Board about the good work towards the College's goal of increased retention and student success.

CITIZEN PARTICPATION

WCC Education

Association

WCC Education

Association

Public Comments

Written

Communications

SPECIAL REPORTS

Master Plan Process

Update

College Goals –

Strategic Plan

Accomplishments

2018 – 19

Dr. Julie Morrison, Executive Director of Institutional Effectiveness, Planning and Accreditation informed the Board of the HLC visit in 2020 and talked about the activities that are taking place in preparation for the visit. She also mentioned the Colleges international and study abroad opportunities.

Mr. Brenden Prebo, Associate Vice President of Marketing and Communication communicated to the Board about all the activities and events around the visibility and branding of the College.

Dr. Michelle Mueller, Vice President of Economic and College Development, informed the Board that Career transitions participation has increased eighteen percent. She also spoke about the first ever virtual career fair. Lastly, she informed the Board of the college's newest union trade partnership with the United Union of Roofers, Waterproofers, and Allied Workers.

Ms. Linda Blakey, Executive Vice President of Student and Academic Services described to the Board the accomplishments with the College's ongoing and new academic partnerships.

Mr. Philip Snyder, Associate Vice President for Advancement informed the Board that overall fundraising has increased by 143% with over \$700, 000 in scholarships awarded. He also mentioned that 73 students were awarded the Finish Line Scholarships and of that, 20 have already graduated.

Mr. William Johnson, Executive Vice President and CFO talked about the implementation of the classroom furniture replacement. He also spoke about the increased efforts in creating alternative revenue streams. Lastly, he spoke about the ongoing efforts to reduce the College's electrical consumption and gas emissions.

Dr. Michelle Mueller, Vice President of Economic and College Development and Ms. Linda Blakey, Executive Vice President of Student and Academic Services briefed the Board on the community activities and engagement over the past year.

MONTHLY REPORTS

Personnel Recommendations (Action)

It was moved by Vice Chair Milliken and seconded by Trustee McKnight-Morton that the Board approve the personnel recommendations as submitted. The motion was adopted.

Appointment and 2019-20 Salary Adjustment for the President /CEO (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Landau that the Board extend the appointment of Dr. Rose B. Bellanca as President and Chief Executive Officer to June 30, 2022, that her 2019-2020 salary be set at \$224,097, that she receive the opportunity to take paid bereavement leave at a time before January 1, 2020, and that the Chair of the Board of Trustees be authorized to sign a contract with Dr. Bellanca on behalf of the Board.

MONTHLY REPORTS

Personnel Recommendations (Action)

Appointment and 2019-20 Salary Adjustment for the President /CEO (Action)

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

Facilities Development Report

Mr. William Johnson, Vice President and CFO briefed the Board on the status of several projects. Lastly, he informed the Board that the replacement of the Women's hot tub at the Fitness Center was almost complete.

REMARKS

Remarks of Members of Board of Trustees

Vice Chair Milliken spoke about the MCCA conference he attended and the top issues that are plaguing community college students.

Chair Fleming talked to the Board about her experience at the MCCA Conference and mentioned the top issues in community colleges is student success.

Trustee McKnight-Morton spoke about the ALICE report and issues that are impacting community college students.

President's Remarks

President Bellanca thanked the Board for renewing her contract. She also informed the Board of the Purple Heart awarded to former Trustee Anthony Procassini for his service in the Marine Corp during World War II. Lastly, she thanked Trustees Fleming, Milliken and McKnight-Morton for attending the MCCA Conference.

OLD BUSINESS

Recommendation for New Programs 2019-20 (Action)

It was moved by Secretary DeVarti and seconded by Trustee Landau that the Board approve the New Programs and 3 +1 Articulation Agreements for Fall 2019 as submitted. The motion was adopted.

Recommendation for Discontinuation of Programs 2019-20 (Action)

It was moved by Secretary DeVarti and seconded by Trustee Landau that the Board discontinue the list of programs as submitted. The motion was adopted.

Design Contract for the ML Renovation Project (Action)

It was moved by Trustee McKnight-Morton and seconded by Secretary DeVarti that the Board approve a construction contract with Hobbs & Black and not to exceed \$380,000.

Appointment and 2019-20 Salary Adjustment for the President /CEO (Action) (cont)

Facilities Development Report

REMARKS

Remarks of Members of Board of Trustees

President's Remarks

OLD BUSINESS

Recommendation for New Programs 2019-20 (Action)

Recommendation for Discontinuation of Programs 2019- 20 (Action)

Design Contract for the ML Renovation Project (Action)

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

ML Firing Range Ductwork Replacement Contract (Action)

It was moved by Trustee Landau and seconded by Vice Chair Milliken that the Board approve a construction contract with S&Z Sheetmetal Inc in the amount of \$199,500.

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

NEW BUSINESS

SC Flooring Replacement Project (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board approve a contract with Flooring Technologies in the amount of \$103,136.34.

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

Adjournment of Monthly Meeting (Action)

It was moved by Trustee Landau and seconded by Treasurer Davis that the Board adjourn the Monthly meeting. The motion was adopted. The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

David DeVarti
Secretary

Christina Fleming
Chair

**Design Contract for
the ML Renovation
Project
(Action)(cont)**

**ML Firing Range
Ductwork
Replacement
Contract (Action)**

NEW BUSINESS

**SC Flooring
Replacement
Project (Action)**

**Adjournment of
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

September 24, 2019

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
September 2019

Economic and Community Development

Full-Time New Hires

Independent Staff

Rachel Stoneburner, Talent Development Specialist I, \$20.18 hourly Replacement

Part-Time New Hires

Independent Staff

Courtney Uhrick, Trainer, \$45.00 hourly

Erica Bloom, Trainer, \$35.00 hourly

Yvette Adams, Trainer, \$45.00 hourly

Finney Allen, Trainer, \$35.00 hourly

Jennifer Felkenschak, Trainer, \$35.00 hourly

Adam Abosedra, Trainer, \$25.00 hourly

Marcella Corona, Trainer, \$35.00 hourly

Rick Harkness, Trainer, \$45.00 hourly

Xavier English, JATC669 & Apprentice Trades Support Specialist, \$18.23

Full-Time Ending Employment

Madelyne Bernard, Employment Services Manager, with eighteen (18) years of service

Instruction

Full-Time New Hires

Independent Staff

Victor Vega, Dean of Math, Science, & Engineering Technology, \$130,000 annually Replacement

Richard (Scott) Britten, Dean of Humanities, Social & Behavioral Science, \$130,000 annually Replacement

Professional Faculty

Meghan Bungo, Humanities, Languages & the Arts, \$77,277 annually Replacement

LaDonna Caviness, Health Science, \$77,277 annually Replacement

Allan Coleman, Advanced Manufacturing, \$77,277 annually Replacement

Kimberly LaForge, Allied Health, \$31.07 hourly New

Kevin Lindsey, Public Service Careers, \$77,277 annually Replacement

Part-Time New Hires

Professional Faculty

Leslie Rollins, Adult Transition, \$59.53 hourly

KaLena Livingston, Business, \$893 per course contact hour

RanDee Spencer, Business, \$893 per course contact hour

Andrew Armbruster, Communication, Media, & Theatre Arts, \$893 per course contact hour

Laura Michels, Communication, Media, & Theatre Arts, \$893 per course contact hour

Shanna Gilkeson, Communication, Media, & Theatre Arts, \$893 per course contact hour

Edward Szurek, Computer Science & Information Tech, \$893 per course contact hour

Aren Stobby, Culinary Arts & Hospitality Mgt, \$893 per course contact hour
Andrew Lehman, Culinary Arts & Hospitality Mgt, \$893 per course contact hour
Keith Davis II, Culinary Arts & Hospitality Mgt, \$893 per course contact hour

Eden Leonard, Dental, \$893 per course contact hour
Rachael King, Dental, \$893 per course contact hour

Peter Barrasso, English, \$893 per course contact hour
Cheryl Hopkins, English, \$893 per course contact hour
Robin Craft-Jones, English, \$893 per course contact hour
Nina Uppal, English, \$893 per course contact hour
Steven Bannow, English, \$893 per course contact hour
Scott Reel, English, \$893 per course contact hour
Deanna Birdyshaw, English, \$893 per course contact hour

Robert Throne, Humanities, Language & the Arts, \$893 per course contact hour

David Walz, HVAC, \$893 per course contact hour
Stephen Pavlik, HVAC, \$893 per course contact hour
Brynn Cooksey, Sr., HVAC, \$893 per course contact hour

Emily Weckesser, Life Sciences, \$893 per course contact hour

Brendan Pickard, Physical Sciences, \$893 per course contact hour

Arianne Slay, Police Academy, \$59.53 hourly

Lisa Fields, Nursing, \$893 per course contact hour
Sandra Escobar, Nursing, \$893 per course contact hour
Serene Jacob, Nursing, \$893 per course contact hour

Jessica Lacerte, Social Science, \$893 per course contact hour

Faculty - Classified & Professional Services Personnel

Christopher Stoll, Lab Assistant, \$20.08 hourly
Anthony Johnson, Lab Assistant, \$20.08 hourly
Nathan Combs, Lab Assistant, \$20.08 hourly
Rochester Schilke, Lab Assistant, \$20.08 hourly
Michael Dunn, Instructor (non-teaching) \$36.06 hourly
Chris Kinaschuk, Police Academy Instructor, \$35.53 hourly

Support Staff

Abigail Fletcher, STEM Scholars Program, \$12.91 hourly
Maryjoan Ngao, STEM Scholars Program, \$12.91 hourly
Patricia Barry, Culinary Arts & Hospitality Mgt, \$12.91 hourly
Jianna Prevedal, Welding Support Staff, \$12.91 hourly
Anya Pomykala, HVAC/R Lab Support Staff, \$12.91 hourly
Ronney Neely, ELE Lab Support Staff, \$12.91 hourly
Jessica King, Welding Support Staff, \$12.91 hourly
Khashayar Hassani, ELE Lab Support Staff, \$12.91 hourly

Annika Gidley, Library Assistant, \$14.84 hourly
Ana Andrade, Support Staff, \$14.84 hourly
Dylan Brant, Welding Support Staff, \$12.91 hourly
Christian McCall, Welding Support Staff, \$12.91 hourly
Robin Walters, HVAC/R Lab Support Staff, \$12.91 hourly
Liz Coyle, Health Sciences, \$12.91 hourly

Full-Time Ending Employment

Laurice (Noonie) Anderson, Professional Faculty Performing Arts with twenty-one (21) years of service
Michael Galea, Professional Computer Instruction with twenty-one (21) years of service
Thomas Hemsteger, Professional Faculty Automotive Service with twenty-seven (27) years of service
Jean Miller, Professional Faculty English/Writing with thirty (30) years of service
Hank Townsend, Professional Faculty Public Service Career with twenty-eight (28) years of service
Colette Young, Professional Faculty Business with thirty-two (32) years of service
Blair Stamper, Online Learning Creative Manager, with four (4) years of service
Patricia Campbell, Instructor Media Support-CiTL, with ten (10) years of service
Kim Malzone, Nursing Department Secretary, with less than one year of service
Irene Brock, Acquisitions Tech with twenty-seven (27) years of service

Student and Academic Services

Full-Time New Hires

Independent Staff

Mika McAskill, Vice President, Strategic Enrollment Management, \$135,000 annually New

Part-Time New Hires

Independent Staff

Emily Jones, Student Success Specialist, \$22.22 hourly

Support Staff

Shaimaa Alwan, Teacher aid, \$12.91 hourly

Heather Waters, Financial Aid Clerk, \$14.84 hourly

Full-Time Ending Employment

Anita Chaudhri, Manager of Testing Center with sixteen (16) years of service
Aamer Chaudhri, Associate Vice President, Enrollment Management, with two (2) years of service
Larry Aeilts, Dean of Students/Ombudsman with sixteen (16) years of service
Personna Hover, Community Scholars Success Coach with one (1) year of service

Finance

Part-Time New Hires

Independent Staff

Alana Best, Grant Accountant, \$22.22 hourly

Facilities Development and Operations

Full-Time New Hires

Custodial Maintenance

Paul Fortin, Mechanical System Senior Controls Technician, \$35.77 hourly Replacement

Part-Time New Hires

Support Staff

Jerry Ashe, Custodian, \$14.84 hourly

Brittany Williams, Custodian, \$14.84 hourly

Manuel Patterson, Custodian, \$14.84 hourly

Byron Franklin, Custodian, \$14.84 hourly

Anthony Wafer, Custodian, \$14.84 hourly

Full-Time Ending Employment

Jeff Patrick, Custodian with thirty-five (35) years of service

President

Part-Time New Hires

Independent Staff

Mengyao Huang, Research Analyst, \$22.22 hourly

Public Relations/Marketing

No Report

Human Resources

No Report

Foundation

No Report

Board of Trustees
Washtenaw Community College

TAB C

ACTION

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

Subject

Date

Financial Reports (Year End – June 2019)

September 24, 2019

RECOMMENDATION

That the Board of Trustees receive the Financial Reports for June 2019 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: Executive Vice President

Rose B. Bellanca, President

CFO and Vice President of Finance

Financial Narrative

June 2019

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2018-19, the year ended June 30, 2019.

Revenue

As of June 30, 2019, Total Revenues were \$110.7 million; Total Expenditures and Operating Transfers were \$106.3 million. Revenues in total were ahead of the expected budget for the fiscal year by approximately \$2.2 million.

Spring Tuition revenue was behind the budget by approximately \$250,000. Both headcount and credit hour enrollments remained in line with projected assumptions, however lower revenue was recognized in FY19 due to a later semester start date. The Spring Tuition revenue amount includes 59% of the tuition revenue billed through June for the current Spring/Summer term, along with \$1.6 million of tuition revenue that was earned for the prior 2018 Spring/Summer term.

State Aid revenue reflects an accrual for twelve months of the annual appropriation for the fiscal year, along with two payments totaling approximately \$818,000 from the Local Community Stabilization Authority (LCSA), (the make whole mechanism for lost personal property tax revenue). Additionally, payments from the State to offset increases in the cost of the MPSERS pension plan have pushed the year-to-date revenue ahead of budget.

Receipts for Local Government Taxes were \$53.9 million for the fiscal year, which represents 102 percent of the total budgeted revenue from property taxes. This was ahead of the projected collections for the year. Refunds of prior year taxes were below budget, as were diversions to the local DDA's and TIFA's.

Operating Expenditures

Total Expenditures for fiscal year 2019, were \$103.9 million, which was \$2.2 million below budgeted expenditures for the fiscal year.

Personnel expenses of \$84.3 million were in line with budget. Full and part time position vacancy savings exceeded budget expectations by approximately \$540,000, which more than offset the one-time cost of \$459,000 related to settling the MPSERS PT Student matter. Non-personnel costs were below budget by \$2.1 million, because of lower spending across the college, including facilities, utilities, equipment purchases and technology services.

Non-operating activity

Non-operating activity reflects items outside the normal course of business for the college. For the year ended June 30, 2019 this includes two components: the net increase in market value of the college's investment portfolio over the course of the year as well as an accrual for the transition to managed technology services.

At the beginning of the fiscal year, the investment portfolio had a market value approximately \$485,000 less than the purchase cost. As of the end of the fiscal year, the college investments had a market value of approximately \$220,000 greater than the purchase cost of the roughly \$26 million of long term

investments. The college typically holds its investments until maturity, which effectively eliminates any cash impact from these market value fluctuations.

In June 2019, the Board approved a contract with Ellucian Company L.P. for technology management services. As a result, the Board of Trustees approved funding for a severance payment to compensate certain college personnel affected by the change. Accordingly, the college has recorded a liability of approximately \$2,300,000 as of June 30, 2019, which is included in accrued payroll and withholdings on the accompanying statement of net position and will be paid in fiscal 2020.

Deferred Maintenance Fund

Through June 30, 2019, the College has funded \$17.3 million to the Deferred Maintenance Fund since its inception in 2012, including \$2.0 million in Fiscal 2019 alone. Of this amount, \$11.5 million has been spent on completed projects and \$6.9 million has been committed towards projects in progress and/or scheduled for completion within the next twelve months. The college has identified a list of additional projects which will be funded by the FY2020 budgeted transfer from the General Fund of \$2.5 million.

Long Term Investments

During FY19, the college's long-term investment income increased by approximately \$40,000 and its average yield increased from 2.21% to 2.33%. The college's strategic decision to reduce the average age to maturity of its portfolio continues to pay dividends. Over the last five fiscal years, the college's portfolio average age to maturity has decreased from 9.8 years to 3.1 years. This has positioned the college well to react quickly to fluctuating market conditions. As long-term bond holdings mature, the college continues to assess the interest rate environment and seek investments that place the college in the most advantageous position to attract the highest yield available while the portfolio remains in accordance with Board policy.

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	12,125,248	12,125,248	12,042,254	(82,994)
Tuition Winter	11,294,472	11,294,472	11,344,926	50,454
Tuition Spring	4,887,996	4,887,996	4,631,110	(256,887)
Student Fees	4,985,000	4,985,000	4,954,358	(30,642)
Total Tuition and Fees	33,292,716	33,292,716	32,972,647	(320,069)
Local Property Taxes	52,900,000	52,900,000	53,943,445	1,043,445
State Appropriations	14,696,374	14,696,374	15,181,502	485,128
Trade Partnerships	3,773,072	3,773,072	4,094,533	321,461
Investment Income	825,000	825,000	1,157,741	332,741
Other	1,835,364	1,835,364	1,981,227	145,863
Auxiliary Activities	1,218,650	1,218,650	1,387,292	168,642
Total Revenue	108,541,176	108,541,176	110,718,386	2,177,210
EXPENDITURES				
Humanities & Social Sciences	11,775,995	11,775,995	11,851,146	(75,151)
Math, Science & Engineering Technologies	8,753,365	8,753,365	8,814,588	(61,223)
Health Sciences	5,672,867	5,672,867	5,539,950	132,917
Business & Computer Technologies	7,215,997	7,215,997	7,484,424	(268,427)
Advanced Technologies & Public Service Careers	7,253,318	7,253,318	6,882,128	371,190
Continuing Education	624,299	624,299	565,614	58,685
Distance Learning	1,874,201	1,874,201	1,831,048	43,153
Instructional Support	14,001,597	14,001,597	13,205,127	796,470
Total Instruction	57,171,639	57,171,639	56,174,025	997,614
Student Services	9,236,850	9,236,850	8,679,120	557,730
Scholarships	1,669,877	1,669,877	1,612,505	57,372
Executive Management	2,140,537	2,140,537	2,012,729	127,808
General Admin - Institutional Services	7,373,631	7,396,128	8,696,166	(1,300,038)
MIS/Computer Services	8,109,460	8,109,460	7,652,636	456,824
Public Relations Development	3,216,902	3,216,902	2,638,497	578,405
Community Services	2,183,689	2,183,689	2,179,026	4,663
Physical Plant Operations	10,966,918	10,944,421	10,543,002	401,419
Utilities	2,089,700	2,089,700	2,012,083	77,617
Equipment	1,960,098	1,960,098	1,687,705	272,393
Total Non-Instruction	48,947,662	48,947,662	47,713,468	1,234,194
Total Expenditures	106,119,301	106,119,301	103,887,493	2,231,808
OPERATING TRANSFERS				
Repair & Maintenance	750,000	750,000	750,000	-
Debt Retirement	1,221,875	1,221,875	1,221,875	-
Health & Fitness Center	(1,750,000)	(1,750,000)	(1,750,000)	-
Deferred Maintenance	2,000,000	2,000,000	2,000,000	-
Furniture	200,000	200,000	200,000	-
Total Operating Transfers	2,421,875	2,421,875	2,421,875	-
Total Expenditures and Operating Transfers	108,541,176	108,541,176	106,309,368	2,231,808
Operating Revenue Over Expenditures & Transfers	-	-	4,409,018	4,409,018
OTHER NON-OPERATING ACTIVITY				
IT Transition	-	-	2,287,249	2,287,249
Unrealized Gain/(Loss) on Investment	-	-	715,821	715,821
Total Revenue over Expenditures & Transfers	-	-	2,837,590	2,837,590

ORG	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		11,167		11,167
	Total Revenues	\$ 10,571,927	10,583,094	-	11,167
Construction/Repair Projects					
Storage Receiving Building					
Renovations:					
70701	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:					
70002	Classroom & Lab access Control	570,802	567,438	3,304	60
70003	CC - STEP Equipment	7,627,434	7,504,061	-	123,373
70005	Campus Security System Upgrades	318,691	317,723	-	968
70006	Campus Data Storage Upgrades	225,000	224,080	-	920
	Total Campus Wide	\$ 8,741,927	\$ 8,613,302	\$ 3,304	125,321
	Grand Total Construction/Repair Projects	\$ 10,571,927	\$ 10,441,523	\$ 3,304	127,101
	Revenue Over (Under) Expenditures		\$ 141,572		

**Washtenaw Community College
Deferred Maintenance Fund
June 30, 2019**

<u>Since Inception of fund:</u>		
General Fund Transfers	17,300,000	
Completed projects	(11,460,839)	
Projects in process	<u>(6,940,385)</u>	
Uncommitted Fund Balance	<u>(1,101,224)</u>	(3,266,224)

<u>Completed Projects:</u>		<u>Final Cost</u>
Projects completed in prior years		9,528,093
Current year completed projects:		
GM Carpet/Flooring Replacement	173,313	
CLASB Humidification Boiler Rplcmt	265,400	
Maint Garage Oil Separator Rplc	109,100	
BEB Fan Coil Units	610,917	
GMB Penthouse Rplc Tfrms	142,476	
Bus Loop Replacement	220,937	
Campus Temperature Control Upgrades	114,652	
Campus Concrete Rplc	101,219	
FEB Roof Replacement	55,145	
Total of FY19 completed projects < \$50,000 each	<u>139,588</u>	
Total Completed		<u>11,460,839</u>

<u>Projects in Process or scheduled to begin:</u>		<u>Allocated Budget</u>	
EC Heating Pumps Rplcmt	418,822		
EC Boiler Control & Valve Repl	75,000		
EC RPLC Campus Cooling Twr	1,340,000		
Replace Concrete Sidewalks	80,000		
HFC Hot Water Capacity	375,000		
HFC Defender Tank	81,000		
HFC Womens Hot Tub Repair	223,762		
HFC Chem Cntrlr & Chlorine Gen Rplc	97,000		
HFC Locker Room Renovation	275,000		
HFC Flooring Replacement	96,000		
LA RPLC Chemistry Hood	840,000		
LA-2nd FL Tile Corridor	210,000		
LA-Roofing and Intake Rprs	60,000		
ML Boiler Repl & System Mats	556,075		
ML Renovation	379,000		
ML Gun Range AHU Repl	1,550,000		
GL Handicap Ramp Rplc	60,000		
OEB Exhaust Fan Rplcmts	55,000		
BE Emergency Backup Generator			24,626
Traffic Study			5,000
* Replace Joint Sealants			30,000
HFC 10 Yr Chiller Test			34,100
OE Heating Supply Bskt Strainer Rel			20,000
OE Underground Exhaust			35,000
SC-Improve Loading Dock Floor			20,000
Total of other projects < \$50,000 each	<u>168,726</u>		
Total in Process		<u>6,940,385</u>	

* Scheduled; no financial activity as of report date

<u>Projects anticipated to begin in FY 20</u>		<u>Expected Budget</u>	
BE-Replace Server room A/C units	50,000		
CAMPUS-Flooring Replacement (Based upon assessment)	150,000		
Campus-Repair Asphalt Pavements	450,000		
Campus-Replace VFDs Multiple locations	75,000		
Campus-Upgrade Elevators	110,000		
Campus-Upgrade Fire Alarm Panels	85,000		
EC-Complete 10 Year Chiller overhaul	50,000		
GL-Replace RTU and Controls	125,000		
HFC-Locker Room Renovation	250,000		
HFC-Replace free weight 10mm flooring	50,000		
HFC-The lap pool and therapy pool floor and walls need to be replaced with	200,000		
LA-Replace Corridor Floors	110,000		
SC-Renovation Design	95,000		
SR-Replace Dock 1 and 2 Dock Plates	70,000		
CAMPUS-Tie off systems on campus wide roofs			30,000
CAMPUS-Upgrade Honeywell EBI platform & zone manager			28,000
EC-Replaced Water Softener			35,000
FE-Replace Hot Water Tanks			16,000
GL-Install Above Ground Sewage Pumps			40,000
GM-Replace Water Softener			40,000
HFC-Office Areas, Conference Room, Kids in Motion Carpet Replacement			46,000
LA-Repair Metal Cap Flashing			20,000
Replace floor stair material in CLASB A, B			20,000
SC-Replace Restroom Countertops and Partitions			20,000
Total of other projects < \$50,000 each	<u>295,000</u>		
Total Pending		<u>2,165,000</u>	



**WCC Long-Term Investment Portfolio
Portfolio Summary &
Performance Review
For Year Ended June 30, 2019**

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 (Years)	Years to Maturity	YTM/C 360 Equiv.
Federal Agency Coupon Securities	9,500,000	9,540,123	9,488,456	36.40%	5.17	2.83	2.302
State of Michigan Coupon Securities	5,000,000	5,038,780	5,017,635	19.25%	6.02	3.91	2.356
Municipal Bonds	11,500,000	11,710,580	11,560,049	44.35%	6.27	3.03	2.634
	26,000,000	26,289,463	26,066,140	100.00%	5.82	3.13	2.460
Comparative Data For Fiscal Year Ended June 30, 2018	26,000,000	25,562,121	26,046,516	100.00%	6.03	3.87	2.250

Investment Yield Summary	Fiscal Year 2018 - 2019	Fiscal Year 2017 - 2018
Long-Term Portfolio Return	607,404	568,175
Effective Rate of Return	2.33%	2.21%

Historical Treasury Yield Curve	3 Month	6 Month	1 Year	5 Year	10 Year	20 Year
As of June 30, 2019	2.12%	2.09%	1.92%	1.76%	2.00%	2.31%
As of June 30, 2018	1.93%	2.11%	2.33%	2.73%	2.85%	2.91%
As of June 30, 2017	1.03%	1.14%	1.24%	1.89%	2.31%	2.61%

Investment Allocation Board Policy

Investment Type	Target Range	Target	Current Portfolio Mix
Bonds, bills, or notes of the United States	25-65%	30%	36.40%
Bonds, bills, or notes of the State of Michigan	10-45%	25%	19.25%
Bonds of political subdivisions of State of Michigan	15-65%	45%	44.35%
Cash, cash equivalents, and short-term investments	0-30%	0%	0.00%

Credit Rating Allocation for Bonds of Political Subdivisions of State of Michigan	Target Range	Target	Current Portfolio Mix
Rated AAA to AA	40-80%	50%	100%
Rated AA-/Aa3 to A	10-50%	30%	0%
Rated A3/A- to Baa3/BBB-	0-30%	20%	0%

Working Capital Reserve Policy - Five percent of annual operating budget

Fiscal year 2019 annual operating budget (as adjusted)	\$	108,541,176
Five percent working capital requirement	\$	5,427,059
Lowest working capital cash position during FY19 - January 5, 2019 (including < 90 day maturity investments)	\$	8,470,837
Excess/(deficit) working capital in accordance with policy	\$	3,043,778

Reporting period 7/01/2018-6/30/2019

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Campus Security System Upgrades

- Materials purchasing is complete
- Work continuing in buildings including supports, wiring and camera install.
- Project status by location
 - Business Education – Complete.
 - Health Fitness Center – Complete.
 - Morris Lawrence – Complete.
 - Harriet St Center – Materials delivered. Installation scheduled.

Advanced Transportation Center

- Resubmittal completed to State for budget and Phase 200/300 design.
- Finalized building layout and size.
- Exterior design concepts and finished presented.
- Detailed design started for building systems

Deferred Maintenance Project Update

1	MLB Main Boilers Replacement Project <i>FY18 \$550,000 – Replace 2 existing failing boilers w/ 3 high efficiency boilers</i>	Complete
2	MLB Firing Range Air-Handling Units Replacement <i>FY18 \$1,550,000 – Replace existing AHU w/ new ERU</i>	Construction in progress
3	SCB South Stair Ceramic Tile Replacement <i>FY18 \$40,000 – Replace ceramic tile on stairway leading to 2nd floor</i>	Project covered within #20 in CRM
4	Energy Center Cooling Tower Replacement <i>FY19 \$1,340,000 – Replace campus cooling tower, associated piping and electrical</i>	Equipment on Order
5	Parking Lot 6 Replacement <i>FY19 \$900,000 – Repave with subbase stabilization, asphalt and curb repairs</i>	Project deferred to FY21
6	FEB Lighting Replacement <i>FY19 \$75,000 – Replace non-LED overhead lighting w/ LED fixtures</i>	Project deferred to FY21
7	Great Lakes Building Handicap Ramp Replacement <i>FY19 \$100,000 – Replace damaged and non-compliant concrete ramp</i>	Complete
8	HFC Domestic Hot Water System Replacement <i>FY19 \$375,000 – Replace hot water tanks w/ new gas fired hot water tanks</i>	Complete
9	HFC Family Locker Room Shower Stalls <i>FY19 \$30,000 – Replace shower stall inserts w/ tile</i>	Complete
10	HFC Chiller 10 Year Maintenance Package <i>FY19 \$50,000 – Perform periodic recommended tear down and maintenance</i>	Contract award in progress
11	LA Chemistry Hood Repairs <i>FY19 \$840,000 – Complete repairs on existing lab hoods</i>	Phase 1 complete. Awaiting start date for Phase 2.

12	LA Corridor Tile Floor Replacement 2 nd Floor + Bridge <i>FY19 \$400,000 – Replace quarry tile flooring w/resilient flooring</i>	Contract award in progress
13	LA Water Softener Replacement <i>FY19 \$45,000 – Replace existing softener</i>	Complete
14	LA Roofing Repairs <i>FY19 \$60,000 – Complete repairs to the roof/parapet wall interface</i>	Complete
15	OEB Isolation Valve Replacement <i>FY19 \$20,000 – Relocate valve and strainer to accessible location</i>	Construction in progress
16	Campus Wide Fall Protection Upgrades <i>FY19 \$30,000 – Install new OSHA compliant upgrades for roof fall protection</i>	Planning phase
17	HFC Defender Tank Replacement <i>FY19 \$90,000 – Replace failing components.</i>	Complete
18	HFC Repair Women’s Hot Tub <i>FY19 \$300,000 – Investigate and repair leaks in system.</i>	Complete
19	HFC Pool Chemical Systems Upgrades <i>FY19 \$97,000 – Replace failing components and install redundant systems</i>	Complete
20	OEB Underground Exhaust Replacement <i>FY20 \$65,000 – Replace failing underground exhaust duct components.</i>	Complete
21	EC Water Softener Replacement <i>FY20 \$15,000 – Replace failing water softener.</i>	Equipment on Order
22	FEB Hot Water Heater Replacement <i>FY20 \$16,000 – Replace failing hot water tanks.</i>	Planning in progress.
23	GM Water Softener Replacement <i>FY20 \$25,000 – Replace failing water softener.</i>	Equipment on Order
24	SRB Dock 1 and 2 Loading Dock Replacement <i>FY20 \$70,000 – Replace failing dock levelers.</i>	Equipment on Order
25	Upgrade GM & LA Fire Alarm Panels <i>FY20 \$85,000 – Upgrade existing FA alarm panels to current standard.</i>	Design in progress.
26	EC Summer Boilers Upgrades <i>FY20 \$75,000 – Retro commission and replace selective components.</i>	Design in progress.
27	EC Chiller 10 Year Maintenance Package <i>FY20 \$150,000 – Perform periodic recommended tear down and maintenance</i>	Contract award in progress
28	HFC Pool Surface Refinishing <i>FY20 \$200,000 – Resurface lap and therapy pool surfaces.</i>	Design in progress.
29	HFC Locker Room Renovation <i>FY20 \$625,000 – Renovate finishes in Men’s & Women’s locker rooms.</i>	Design in progress.
30	HFC Flooring Replacements <i>FY20 \$96,000 – Replace flooring surfaces in multiple areas.</i>	Design in progress.
31	Campus Wide Concrete Repairs and Replacement <i>FY20 \$80,000 – Replace failing concrete sidewalks and catch basins.</i>	Complete

Campus Repair & Maintenance Projects Update

1	SEMCOG Non-Motorized Pathway <i>FY18 \$80,000 – WCC cost to support new grant funded pathway along HRD</i>	Contract award in progress
2	Exterior Messaging Signage <i>FY18 \$75,000 – Install messaging sign near the ML building along HRD</i>	Township Permitting
3	OE163 Replace epoxy flooring. <i>FY19 \$125,000 – Replace existing floor surface in main auto lab</i>	Complete

4	Replace Welding Lab Overhead Lighting <i>FY19 \$30,000 – Improved overhead lighting with new LED fixtures</i>	Equipment delivered
5	OEB Update Staff Restrooms <i>FY19 \$30,000 – Update existing staff restrooms</i>	Complete
6	Install motorized loading dock plate <i>FY19 \$20,000 – Install motorized loading dock for SC dock space</i>	Construction in progress. Additional engineering required.
7	WTMC Hoop House Upgrades <i>FY19 \$0(WTMC Funded) – Upgrades to the outside greenhouse and classroom</i>	Construction in progress
8	SC Install 100A Electrical Service for Cappuccino Machine <i>FY19 \$8,000 – Install new 100A service in Garrett's.</i>	Health Inspection Complete
9	ML Aesthetics Upgrade Project <i>FY19 \$225,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Design in progress
10	SC Aesthetics Upgrade Project <i>FY19 \$253,000 – Replace wall, floor and ceiling finishes in select locations.</i>	Materials on order.
11	OEB Nederman Arm Installation <i>FY20 \$19,000 – install new ventilation arms in welding lab.</i>	Construction in progress
12	OEB 129 Renovation <i>FY20 \$26,000 – Replace furniture, wall, floor and ceiling finishes.</i>	Contract award in progress.
13	SC Reinforce Exterior Loading Dock <i>FY20 \$100,000 – Reinforce suspended concrete slab at loading dock</i>	Design in progress.
14	Health Sciences TI201 Surgical Tech Expansion <i>FY20 \$170,000 – Complete renovation of new surgical tech lab and classroom.</i>	Construction in progress
15	Health Sciences TI211 Group Study Renovation <i>FY20 \$40,000 – Complete renovation of new group study room.</i>	Construction in progress
16	Health Sciences PTA Expansion into TI106 <i>FY20 \$84,000 – Expand PTA program into TI106 and renovate space</i>	Design in progress.
17	Health Sciences TI116 & 118 Room Combination <i>FY20 \$211,000 – Combine rooms into larger multi function classroom.</i>	Design in progress.
18	Health Sciences TI235 Office & Conference Room Reno <i>FY20 \$55,000 – Complete renovation of new office and conference room.</i>	Design in progress.
19	Expand HFC Laundry Facilities <i>FY20 \$61,000 – Complete expansion renovation to accommodate additional services.</i>	Design in progress.
20	Construct Observation Dock in Pond <i>FY20 \$35,000 – Complete renovation of new surgical tech lab and classroom.</i>	Permitting in progress
21	Relocate The Voice to SC109 <i>FY20 \$56,000 – Complete renovation of new Voice office suite.</i>	Design in progress.
22	TI226 Office Buildout <i>FY20 \$70,000 – Convert existing classroom into new office space.</i>	Complete

Construction Contracts issued in the past 60 days exceeding \$20,000

1. Next Generation Environmental, ML Lead Remediation – First Floor Range Space, \$95,230
2. Siemens Industry, Crane LASB Cooling Tower Replacement Controls Work, \$94,999
3. Next Generation Environmental, ML Mechanical System Demolition \$91,500
4. Ventcon, OE Exhaust Ductwork, \$62,000

Board of Trustees
Washtenaw Community College

TAB E

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

Review of the FY 19 Audit Report

September 24, 2019

RECOMMENDATION

That the Board receive the FY 19 Audit Report as submitted.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: William Johnson

Recommended by: Rose B. Bellanca, Esq.

Title: Executive Vice President

Rose B. Bellanca, President

CFO and Vice President of Finance

Board of Trustees
Washtenaw Community College

TAB F

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject

Date

2021 – 2025 WCC Capital Outlay Plan

September 24, 2019

RECOMMENDATION

That the Board of Trustees approve the Five-Year Capital Outlay Plan for fiscal years 2021 - 2025 as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: William Johnson

Recommended by: Rose B. Bellanca E.D.

Title: Executive Vice President

Rose B. Bellanca, President

CFO and Vice President of Finance

Board of Trustees
Washtenaw Community College

TAB G

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Approval of Revisions to Policy 2005 - Admissions Policy

Date
September 24, 2019

RECOMMENDATION

That the Board of Trustees approve the revisions to Policy 2005, Admissions Policy as submitted.

A ROLL CALL VOTE WILL BE TAKEN.

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

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

Policy 2005 –Admissions Policy

The enclosed proposed changes to the Admission Policy will enable the college to admit guest students to the College without a formal Michigan Uniform Undergraduate Guest Application. In our updated admissions process, guest students will be able to indicate their guest status and their home institution without submitting an additional, separate application which will help streamline the process.

The proposed changes also clarify the admission process for international students. All international students are welcome to apply and attend WCC. International students planning to attend on an F-1 visa will continue to provide the required additional documents.

2005 - Admissions Policy – DRAFT with changes noted

Admission to Washtenaw Community College is open to all individuals who can benefit from its educational programs. A focus of the College mission is on the academic, career, and personal goals of the student. The College maintains an admissions process which assists an applicant in learning about Washtenaw Community College programs as they relate to individual academic, career, and personal goals, thereby facilitating the best match between student and program.

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 state and federal statutes in the educational programs and related activities which it offers. Further, it is the policy of the College not to discriminate on the basis of sexual orientation, gender identity or gender expression in the educational programs and related activities which it offers.

General College Admissions Criteria

Any person who has graduated from high school or has a GED certificate or is 18 years of age or older may be admitted. Students 18 years or older who are not high school graduates may be admitted to the College based on their ability to benefit from specific courses or programs offered by the College. Students are strongly encouraged to meet with a counselor or advisor before enrolling. Admission to the College does not guarantee admission to programs. Selected programs may choose to develop provisional admissions criteria that would ensure the student's academic preparedness for the program.

Students under 18 years of age may be admitted with the written recommendation or signature of their high school principal or counselor and the approval of a parent or guardian. Students who have graduated from high school, but are under 18 years of age must have the written approval of their parent or legal guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities.

Students should not regard enrollment out of reach because of financial need. The College is committed to assist students with college expenses to the fullest possible extent consistent with Federal, State, and College financial assistance regulations.

Admission Criteria by Student Status

Admission of New Students

All new students are required to complete an admissions application. New students are required to participate in a basic skills assessment* and, depending on the results, may enroll in the regular curriculum. Under certain conditions, students may qualify for an exemption from placement testing. This policy has been developed in accordance with Federal Ability-to-Benefit

regulations, which require that the College demonstrate that each student it admits has the ability to benefit from their chosen educational program.

Readmission of Former Students

Former students who have not registered for classes at the College for two academic years must apply for readmission by filling out a new admissions application. Readmitted students are encouraged to see a counselor or advisor prior to registering for classes. Individual assessment may also be recommended.

High School Students

High school students may enroll in classes for college credit. Application of college credit towards units for the high school diploma is at the discretion of the high school. Application for admission must be supported by written approval from the high school principal or counselor and be submitted to the College Admissions Office. All dually enrolled students must also be currently affiliated with or enrolled in high school or equivalent home school. Students under 18 years of age must also have the written approval of their parent or guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities. Students who are currently on suspension or expulsion from their high school are not eligible for enrollment without special approval that is provided through Enrollment Services.

Admission of Guest Students From Other Colleges

Students of other colleges and universities may attend Washtenaw Community College on a Guest Student status. ~~Students can indicate guest status at the time of application to the college. This status is secured through completion of a Michigan Uniform Undergraduate Guest Application. This application can be obtained from the home institution and should be submitted to the College Admissions Office. A new guest application must be submitted each semester. Guest students coming from out-of-state institutions must complete a regular WCC application for admission plus submit a letter of permission from the registrar at their home institution.~~ Guest students are not eligible for admission to programs.

Admission of Transfer Students

Transfer students from other colleges are to follow the same procedure as new students. Those wishing to transfer credit from an accredited college or university should request that an official transcript be sent to the Washtenaw Community College Student Records Office for evaluation. The coursework will be evaluated and students will be notified of the transfer credit that will be accepted toward their declared program requirements at WCC.

Admission of International Students

The College welcomes ~~qualified non-immigrant~~ international students and is authorized under Federal Law to enroll non-immigrant students. ~~International students range from permanent resident aliens to a visitor on any visa from an A visa to a R visa, including refugees and people with asylum.~~ Certain restrictions may apply depending on the ~~principal~~ ~~which~~ status students may hold in the United States. International students must submit a completed application for admission.

~~Students holding visas other than C, D, or F-1 may enroll in the College as long as they do not violate the principal status in which they were admitted to the United States. Depending on their visa type, students' enrollment may be limited to part-time recreational studies. Students holding an F-1 visa must attend full-time in order to remain in status with U.S. Citizenship and Immigration Services.~~

Admission of F-1 Visa Students

International F-1 visa students may be admitted to the College and must attend full-time (at least 12 credit hours per semester) and successfully complete all coursework to comply with Immigration requirements. ~~Tuition will be assessed at the international tuition rate. Immigration regulations generally prevent off-campus employment for F-1 visa students for at least the first year of study.~~ These students must meet special requirements in addition to the general admissions criteria.

F-1 Guest Students (from other colleges)

International students admitted and enrolled at other U.S. colleges may take courses at Washtenaw Community College on a part-time or full-time basis. ~~Students must submit a completed application for admission and meet special requirements in addition to the general admissions criteria. The following criteria apply:~~

- ~~1. Guest status students may be admitted only after all counseling, advising, and any financial arrangements are completed by the "home" institution.~~
- ~~2. International guest students must provide written documentation attesting to their acceptable student status at the institution that holds their I-20.~~
- ~~3. No Washtenaw Community College certification of attendance will be made other than the transcript of record.~~
- ~~4. International guest students will be assessed the international tuition rate.~~

Admission of Emeritus Students

Individuals who are at least 65 years of age prior to the semester of enrollment and who reside within the College tax district may participate in educational and cultural programs without

tuition costs. However, these students must follow the general admissions criteria of the College, meet their enrolled course prerequisites, and pay all other associated fees.

Programs with Pre-Requisites

Some Washtenaw Community College programs have pre-requisite course-work that must be completed prior to program enrollment. Program pre-requisites are determined by faculty and outside accrediting agencies based on program curriculum. In most instances, these programs require a second admissions process. WCC's Office of Admissions is responsible for informing, monitoring, and processing students who are interested in enrolling in one of these programs.

Admission to High Demand Programs

The Administration will use a competitive admission process for any program that it has designated as a high demand program (one for which there are more qualified applicants than openings for an entering class). Student residency will be a weighted factor in the process considered in the following priority order:**

- Priority 1: Legal residents of the Washtenaw Community College district.
- Priority 2: Legal residents of all other counties of the State of Michigan.
- Priority 3: Persons whose legal residence is outside the State of Michigan but within the United States.
- Priority 4: Persons whose official residence is a foreign country.

All potential students, regardless of residency, may apply to the College. Admission to WCC does not guarantee admission to high demand programs. These may include programs which lead to certification or licensure, as well as other WCC certificate or degree programs.

* Refer to WCC Policy 4055 "New Student Assessment and Individualized Program Planning".

**The sufficiency and location of clinical sites for a program will be a consideration as students are admitted to available openings. In cases of high demand, post-associate certificate programs, priority admission and continued enrollment will be given to eligible WCC students currently enrolled in the final year of the prerequisite associate degree program.

Adopted: December 11, 1979

Revised: May 27, 1988

Revised: April 13, 1993

Revised: February 24, 1998

Revised: June 24, 2003

Revised: March 23, 2004

Revised: March 27, 2007

Revised: October 23, 2012

Revised: November 18, 2014

Revised: December 17, 2014

Proposed: September 24, 2019

(2005)

2005 - Admissions Policy – DRAFT clean copy

Admission to Washtenaw Community College is open to all individuals who can benefit from its educational programs. A focus of the College mission is on the academic, career, and personal goals of the student. The College maintains an admissions process which assists an applicant in learning about Washtenaw Community College programs as they relate to individual academic, career, and personal goals, thereby facilitating the best match between student and program.

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 state and federal statutes in the educational programs and related activities which it offers. Further, it is the policy of the College not to discriminate on the basis of sexual orientation, gender identity or gender expression in the educational programs and related activities which it offers.

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Students under 18 years of age may be admitted with the written recommendation or signature of their high school principal or counselor and the approval of a parent or guardian. Students who have graduated from high school, but are under 18 years of age must have the written approval of their parent or legal guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities.

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regulations, which require that the College demonstrate that each student it admits has the ability to benefit from their chosen educational program.

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Former students who have not registered for classes at the College for two academic years must apply for readmission by filling out a new admissions application. Readmitted students are encouraged to see a counselor or advisor prior to registering for classes. Individual assessment may also be recommended.

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Admission of International Students

The College welcomes international students and is authorized under Federal Law to enroll non-immigrant students. Certain restrictions may apply depending on the principal status students may hold in the United States. International students must submit a completed application for admission.

Admission of F-1 Visa Students

International F-1 visa students may be admitted to the College and must attend full-time (at least 12 credit hours per semester) and successfully complete all coursework to comply with Immigration requirements. These students must meet special requirements in addition to the general admissions criteria.

F-1 Guest Students (from other colleges)

International students admitted and enrolled at other U.S. colleges may take courses at Washtenaw Community College on a part-time or full-time basis. Students must submit a completed application for admission and meet special requirements in addition to the general admissions criteria.

Admission of Emeritus Students

Individuals who are at least 65 years of age prior to the semester of enrollment and who reside within the College tax district may participate in educational and cultural programs without tuition costs. However, these students must follow the general admissions criteria of the College, meet their enrolled course prerequisites, and pay all other associated fees.

Programs with Pre-Requisites

Some Washtenaw Community College programs have pre-requisite course-work that must be completed prior to program enrollment. Program pre-requisites are determined by faculty and outside accrediting agencies based on program curriculum. In most instances, these programs require a second admissions process. WCC's Office of Admissions is responsible for informing, monitoring, and processing students who are interested in enrolling in one of these programs.

Admission to High Demand Programs

The Administration will use a competitive admission process for any program that it has designated as a high demand program (one for which there are more qualified applicants than openings for an entering class). Student residency will be a weighted factor in the process considered in the following priority order:**

- Priority 1: Legal residents of the Washtenaw Community College district.
- Priority 2: Legal residents of all other counties of the State of Michigan.
- Priority 3: Persons whose legal residence is outside the State of Michigan but within the United States.
- Priority 4: Persons whose official residence is a foreign country.

All potential students, regardless of residency, may apply to the College. Admission to WCC does not guarantee admission to high demand programs. These may include programs which lead to certification or licensure, as well as other WCC certificate or degree programs.

* Refer to WCC Policy 4055 "New Student Assessment and Individualized Program Planning".

**The sufficiency and location of clinical sites for a program will be a consideration as students are admitted to available openings. In cases of high demand, post-associate certificate programs, priority admission and continued enrollment will be given to eligible WCC students currently enrolled in the final year of the prerequisite associate degree program.

Adopted: December 11, 1979

Revised: May 27, 1988

Revised: April 13, 1993

Revised: February 24, 1998

Revised: June 24, 2003

Revised: March 23, 2004

Revised: March 27, 2007

Revised: October 23, 2012

Revised: November 18, 2014

Revised: December 17, 2014

Proposed: September 24, 2019

(2005)

DISCUSSION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
CLASB Flooring Replacement Contract

Date
September 24, 2019

Background

As part of our deferred maintenance program, the College has developed a multi-year to replace all of the corridor and stairway flooring for the Liberal Arts building, which is over 17 years old. The first phase of this project will cover the LA 2nd floor corridors and the LA/SC pedestrian bridge. The project will commence with the removal of all flooring and pouring of a leveling cement subsurface during the December holiday break, taking advantage of the normal campus closure during this period. Installation of the new hard rubber flooring will begin in January, with all work performed during the midnight shift hours. It is anticipated that this project will be completed by March and will include the repainting of all corridor walls. When finished, the 2nd floor will have a refreshed and bright look and feel. We anticipate completing the remaining floors and stairways during FY 2021 – 22.

The College solicited bids from four vendors and one additional vendor participated in the mandatory pre-bid project walkthrough. However, given the magnitude, complexity and logistics nature of the project, the College only received a bid from one contractor, Flooring Technologies of Clinton Township, Michigan. The College has extensive experience with Flooring Technologies and is confident in their ability to perform this work to college specifications.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a construction contract with Flooring Technologies in the amount not to exceed of \$370,000.

A ROLL CALL VOTE WILL BE TAKEN.

Prepared by: William Johnson
Title: Executive Vice President
CFO and Vice President of Finance

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

Board of Trustees
Washtenaw Community College

TAB I

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Resolution Regarding Section SB 0134 of 2019

Date
September 24, 2019

RECOMMENDATION

That the Washtenaw Community College Board of Trustees certifies that the College does meet the "local strategic value" best practice standards required for state appropriations under Michigan SB 0134 of 2019.

A ROLL CALL VOTE WILL BE TAKEN.

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

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