

**NOVEMBER 17, 2020  
MONTHLY MEETING OF  
THE BOARD OF TRUSTEES**

The monthly meeting of the Washtenaw Community College Board of Trustees will begin at 6:00 pm on November 17, 2020. This meeting will be held electronically due to [Senate Bill 1108](#) signed by Governor Gretchen Whitmer on October 16, 2020.

**PUBLIC PARTICIPATION:**

The public may join the meeting via the link below:

<https://wccnet-edu.zoom.us/j/82762429264?pwd=MlpBeW82NOJGelpnM1A3VnhDUUs1dz09>

The public may also join the meeting via telephone using one of the following numbers and the webinar id below:

US: +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833 *(for higher quality, dial a number based on your current location)*

Webinar ID: 827 6242 9264

**PUBLIC COMMENTARY:**

Citizens wishing to participate during Citizen Participation should email comments to Vanessa Brooks – [vbrooks@wccnet.edu](mailto:vbrooks@wccnet.edu) by 11:00 am prior to the start of the meeting. Comments will be read during the public commentary portion of the meeting agenda.

The Washtenaw Community College Board of Trustees will provide necessary and reasonable aids and services to individuals with disabilities who desire information by contacting Vanesa Brooks, Chief of Staff and Director of President and Board Affairs - [vbrooks@wccnet.edu](mailto:vbrooks@wccnet.edu) or 734-973-3491 by 11:00 am prior to the start of the meeting.

**WASHTENAW COMMUNITY COLLEGE  
MONTHLY MEETING OF THE BOARD OF TRUSTEES  
6:00 P.M. – NOVEMBER 17, 2020**

- 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. Acknowledgement of Lily Kujawski – Associated Press
  - B. Recognition of Voice Reporters by the College Media Association
  - C. Recognition of Judy McGovern
- V. REPORTS**
  - A. Monthly Reports
    - 1. Personnel Recommendations (Action).....Tab B
    - 2. Financial Reports (October 2020) (Action).....Tab C
    - 3. Facilities Development Report .....Tab D
- VI. REMARKS**
  - A. Remarks of Members of Board of Trustees
  - B. President’s Remarks
- VII. OLD BUSINESS**
  - A. Action
    - 1. Student Center Renovation Project Engineering Services Contract (Action).....Tab E
- VIII. NEW BUSINESS**
  - A. Discussion
    - 1. Recommendation for a New Program – 2020 – 21.....Tab F
    - 2. Network Infrastructure Upgrade Contract.....Tab G
    - 3. Examity® Learning Validation and Remote Proctoring Contract.....Tab H
- IX. ADJOURNMENT OF MONTHLY MEETING (Action)**

**Board of Trustees**  
Washtenaw Community College

**ACTION**

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

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Subject  
Approval of Minutes

Date  
November 17, 2020

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**RECOMMENDATION**

That the Board of Trustees approve the minutes of the October 27<sup>th</sup> Meeting as submitted.

**A ROLL CALL VOTE WILL BE TAKEN**

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

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

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**MINUTES**  
**WASHTENAW COMMUNITY COLLEGE**  
**MONTHLY MEETING OF THE BOARD OF TRUSTEES**  
**TUESDAY, OCTOBER 27, 2020**

**CALL TO ORDER**

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on October 27, 2020 at 1:05 p.m. virtually per [Senate Bill 1108](#) signed by Governor Whitmer on October 16, 2020.

**Present:** Chair Christina Fleming, Vice Chair Bill Milliken, Treasurer Angela Davis, Secretary David DeVarti, Trustee Ruth Hatcher, Trustee Richard J. Landau and Trustee Diana McKnight-Morton (*joined at 1:36pm due to technology issues*)

**Approval of Agenda (Action)**

It was moved by Secretary DeVarti and seconded by Vice Chair Milliken that the Board approve the agenda for the October 27<sup>th</sup> Monthly Meeting.

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

**Approval of Minutes (Action)**

It was moved by Trustee Landau and seconded by Secretary DeVarti that the Board approve the minutes of the September 22<sup>nd</sup> Monthly Meeting as submitted.

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

**CITIZEN PARTICPATION**

WCC Education Association

Ms. Julie Kissel, English and College Readiness faculty member and WCCEA President thanked the Board in advance for approving contract extensions for WCCEA full time and adjuncts and the faculty sabbatical. She also informed the Board that the administration and WCCEA continue to meet and talk regularly to work together on issues and concerns. Lastly, she reminded everyone to vote.

Public Comments

There were no public comments received

Written Communications

There was one written communication received.

**Call to order**

**Approval of Agenda (Action)**

**Approval of Minutes (Action)**

**CITIZEN PARTICPATION**

WCC Education Association  
WCC Education Association

Public Comments

Written Communications

## **SPECIAL REPORTS**

### NASA Community College Aerospace Scholar – Emilee Seghi

Ms. Emilee Seghi, past president of the WCC Outer Space Club and recent graduate shared with the Board her experience in the NASA Community College Aerospace Scholar program. Ms. Seghi graduated from WCC with a 4.0 GPA. She is currently studying Aerospace Engineering at the University of Michigan.

### Grants Awarded to Washtenaw Community College

Mr. Philip Snyder, Associate Vice President of Advancement presented an overview of grant activity at WCC for the 2019 – 20 fiscal year to the Board.

### Annual Student and Financial Profile, Fall Student Profile

Ms. Linda Blakey, Executive Vice President of Student and Academic Services highlighted data from the 2019 -20 annual enrollment report. She mentioned that over 3,498 degrees and certificates were earned.

Ms. Lori Trapp, Director of Financial Aid, presented the 2019-20 Financial Aid Profile. She thanked her staff for helping 5,983 students receive over \$31,257,637 of aid. She also spoke about the various sources and types of assistance students receive.

Lastly, Ms. Linda Blakey, Executive Vice President of Student and Academic Services highlighted data in the Fall 2020 enrollment report.

## **REPORTS**

### Personnel Recommendations (Action)

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the Board approve the personnel recommendations as submitted.

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

### Financial Reports (September 2020) (Action)

It was moved by Secretary DeVarti and seconded by Trustee Hatcher that the Board receive the Financial Reports for September 2020 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

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

## **SPECIAL REPORTS**

### NASA Community College Aerospace Scholar – Emilee Seghi

### Grants Awarded to Washtenaw Community College

### Annual Student and Financial Profile, Fall Student Profile

## **REPORTS**

### Personnel Recommendations (Action)

### Financial Reports (September 2020) (Action)

Facilities Development Report

Mr. William Johnson, Executive Vice President and Chief Financial Officer informed the Board that the ML pond dredging project is on schedule and going well. He also stated that the energy conservation lighting project was underway.

**REMARKS**

Remarks from Members of the Board of Trustees

Treasurer Davis reminded everyone to vote.

Chair Fleming spoke about the amazing things she was learning in her 3D Printing class. Lastly, she reminded everyone to vote.

Trustee Hatcher stated that she was made aware from various instructors about cheating in online classes.

President's Remarks

President Bellanca started her remarks by thanking AVP Mihaly, VP Hurns and EVP Blakey for their work with staff and students. She thanked the Board in advance for approving both WCCEA Contract extensions. President Bellanca recognized faculty members Cyndi Milns, Susan Dental and Mary Mullalond for their various achievements. Lastly, she congratulated the Washtenaw Voice reporters for being finalists in the College Media Association student journalism contest.

**OLD BUSINESS**

Recommendation for New Programs 2020-21 (Action)

It was moved by Trustee Hatcher and seconded by Treasurer Davis that the Board approve the recommendation for new programs as submitted.

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

Approval of the 2022 – 2026 WCC Capital Outlay Plan (Action)

It was moved by Vice Chair Milliken and seconded by Trustee Hatcher that the Board approve the Five-Year Capital Outlay Plan for fiscal years 2022 - 2026 as submitted.

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

Facilities Development Report

**REMARKS**

Remarks from Members of the Board of Trustees

President's Remarks

**OLD BUSINESS**

Recommendation for New Programs 2020-21 (Action)

Approval of the 2022 – 2026 WCC Capital Outlay Plan (Action)

**Operational Reporting Tool Contract (Action)**

It was moved by Secretary DeVarti and seconded by Trustee Hatcher that the Board approve a contract to purchase the Argos Reporting Solution by Evisions for an amount not to exceed \$255,000 for the initial five-year term.

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

**Appointment to the Washtenaw Technical Middle College Board of Directors (Action)**

It was moved by Trustee Landau and seconded by Trustee Hatcher that the Board of Trustees approve the appointment of Bryan Muthig as a Washtenaw Technical Middle College Board of Director with a term ending April 2024.

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

**NEW BUSINESS**

**Student Center Renovation Project Engineering Services Contract**

Mr. William Johnson, Executive Vice President and Chief Financial Officer reminded the Board that the Student Center Building was originally built in 1974 and the HVAC System was in need of an upgrade as well as adding a front door.

**Approval of an Additional 2020-21 Faculty Sabbatical (Action)**

It was moved by Trustee Hatcher and seconded by Secretary DeVarti that the Board approve the requested 2020-21 Faculty Sabbatical Leave as submitted.

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

**Proposed Winter 2021 In-District Tuition Rate Revision (Action)**

It was moved by Secretary DeVarti and seconded Trustee McKnight-Morton that in recognition that the ongoing COVID-19 pandemic will impact the College's Winter 2021 on campus course offerings and in further consideration of the potential financial impact that this may have on In-District students, the Board of Trustees approve the revision to the Distance Learning tuition rates for In-District, Work In-District and Property In-District from \$108/credit hour to \$95/credit hour for the Winter 2021 semester.

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

**Operational Reporting Tool Contract (Action)**

**Appointment to the Washtenaw Technical Middle College Board of Directors (Action)**

**NEW BUSINESS**

**Student Center Renovation Project Engineering Services Contract**

**Approval of an Additional 2020-21 Faculty Sabbatical (Action)**

**Proposed Winter 2021 In-District Tuition Rate Revision (Action)**

**Ratification of the Washtenaw Community College Education Association Part-Time Adjunct Teaching Faculty Agreement One Year Extension (Action)**

It was moved by Trustee Hatcher and seconded by Trustee McKnight-Morton that the Board of Trustees ratify the proposed one year extension effective August 16, 2022, continuing through August 21, 2023, between Washtenaw Community College Education Association Part-Time Adjunct Teaching Faculty 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 Hatcher; yes, Trustee Landau; yes, and Trustee McKnight-Morton; yes. The motion was adopted.

**Ratification of the Washtenaw Community College Education Association Master Agreement One Year Extension (Action)**

It was moved by Trustee Hatcher and seconded by Secretary DeVarti that the Board of Trustees ratify the proposed one year extension effective August 29, 2021, continuing through August 22, 2022, between Washtenaw Community College 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 Hatcher; yes, Trustee Landau; yes, and Trustee McKnight-Morton; yes. The motion was adopted.

**Motion to Adjourn Monthly Meeting (Action)**

It was moved by Trustee Hatcher and seconded by Vice Chair Milliken that the Board move to adjourn the monthly meeting. A roll call vote was taken A roll call vote was taken: Chair Fleming; yes, Vice Chair Milliken; yes, Treasurer Davis; yes, Secretary DeVarti; yes, Trustee Hatcher; yes, Trustee Landau; yes, and Trustee McKnight-Morton; yes. The motion was adopted. The Meeting was adjourned at 3:24 p.m.

Respectfully submitted,

David DeVarti

Secretary

Christina Fleming

Chair

**Ratification of the Washtenaw Community College Education Association Part-Time Adjunct Teaching Faculty Agreement One Year Extension (Action)**

**Ratification of the Washtenaw Community College Education Association Master Agreement One Year Extension (Action)**

**Motion to Adjourn Monthly Meeting (Action)**



**Board of Trustees**

Washtenaw Community College

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

**ACTION**

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Subject  
Personnel Recommendations

Date  
November 17, 2020

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**RECOMMENDATION**

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

**A ROLL CALL VOTE WILL BE TAKEN**

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Prepared by: Christine Mihaly  
Title: Associate Vice President  
Human Resources

Recommended by:   
Rose B. Bellanca, President

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## PERSONNEL RECOMMENDATIONS

November 2020

### Instruction

#### **Part-Time New Hires**

*Professional Faculty*

**Catherine Clark**, Nursing, \$906 per course contact hour

**Jason LaCelle**, Transportation Technologies, \$906 per course contact hour

**David Snow**, English & College Readiness, \$906 per course contact hour

#### **Full-time Employment Ending**

**Harikrishna Kandasamy**, Professional Faculty Robotics and Automation Instructor with three (3) years of service

### Student & Academic Services

#### **Full-time Employment Ending**

**Ciara Franklin**, Public Safety Technician-Administrative Support with two (2) years of service

### Workforce & Community Development

#### **Part-Time New Hires**

*Faculty - Classified & Professional Services Personnel*

**Philip Beasley**, Public Service Training, \$36.06 hourly

**Jeffrey Garrison**, Public Service Training, \$36.06 hourly

**Barbara Gould**, Public Service Training, \$36.06 hourly

### Economic & College Development

#### **Part-Time New Hires**

*Independent Staff*

**Corry Buckwalter**, Trainer, \$35.00 hourly

### Marketing and Communication

#### **Full-Time New Hires**

**Lori Mouton Boeckler**, Vice President Public Relations, Marketing & Chief Communications Officer, \$147,500 annual Replacement

### Facilities Management

No Report

### Advancement

No Report

**Finance**

No Report

**President**

No Report

**Human Resources**

No Report

**Board of Trustees**

Washtenaw Community College

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

**ACTION**

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Subject  
Financial Reports October 2020

Date  
November 17, 2020

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**RECOMMENDATION**

That the Board of Trustees receive the Financial Reports for October 2020 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

**A ROLL CALL VOTE WILL BE TAKEN**

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

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

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# Financial Narrative

October 2020

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2020-21, the four months ended October 31, 2020.

## Revenue

As of October 31, 2020, Total Revenues were \$65.8 million; Total Expenditures and Operating Transfers were \$35.5 million. Revenues in total are behind the expected budget for the first quarter by approximately \$1.6 million.

Fall Tuition revenue of \$9.9 million is below budgeted revenue of \$11.0. Compared to the prior Fall semester, enrollment headcount and credit hours are down by 7.4% and 3.8%, respectively. While the drop in credit hours is better than the budgeted 6% reduction, the shift to mainly online course offerings at lower tuition rates than on-campus rates resulted in lower tuition revenue. The pandemic also impacted Contact Hour fees, as many Lab courses were either offered at reduced capacity or were not offered for Fall 2020. As a result, Student Fees were approximately \$700,000 below budget.

State Aid revenue reflects an accrual for 33 percent of the annual appropriation for the fiscal year. Appropriation payments for the current year began in October. While the College budgeted for an approximate 10% decrease in its annual appropriation (similar to the decrease in fiscal year 2019-20), the State approved budget restored the College's annual appropriation to the pre-reduction levels of fiscal year 2019-20. The College will therefore show a growing positive variance to budget throughout fiscal year 2020-21. We expect this positive variance to grow to approximately \$1.5 million by the end of the fiscal year. This positive variance will more than likely be offset somewhat by a decrease in the Local Community Stabilization Authority revenue (the make whole mechanism for lost personal property tax revenue). While the annual amount remains unknown, the first disbursement received in October was below the amount the College budgeted.

Receipts for Local Government Taxes are \$46.2 million through October, which represents 78.5 percent of the total budgeted revenue from property taxes. This is slightly ahead of the expected collections through the first four months of the fiscal year and is a positive indication that we will meet, if not exceed, the budgeted amount of tax revenue for the year.

The COVID-19 pandemic continues to have a significant impact on a number of other revenue areas for the college. Contract training and community enrichment courses have shifted to online class offerings when possible but enrollments have fallen behind budget for the first quarter. Additionally, conference center events remain cancelled.

## Expenditures

Total Expenditures through October 31, 2020, represent 30 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$2.9 million less than what was expected through the first four months of the year. This variance is attributed to both personnel and non-personnel items. The positive personnel-related variance stems from vacancy savings in excess of budget as well as savings from part-time positions. Currently, the College is averaging 34 full time vacancies to budget. As the year progresses, the various divisions will show a positive variance to budget and the General Administrative category, which holds the budgeted vacancy savings, will reflect an over-budget condition. Part time personnel expenditures are running significantly below budget as the College continues to operate primarily in a remote environment with a very limited number of students on campus. Reduced on campus activities have similarly impacted Non-personnel expenditures, which are \$1.3 million below budget. At this time, we expect a large portion of these positive variances to be permanent.

**Washtenaw Community College**  
 Revenues and Expenditures - General Fund  
 Statement as of October 31, 2020

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>REVENUES</b>				
Tuition Fall	11,030,166	11,030,166	9,889,831	(1,140,335)
Tuition Winter	10,426,878	-	1,666	1,666
Tuition Spring	4,859,945	1,749,580	1,735,581	(14,000)
Student Fees	4,566,000	1,931,252	1,236,554	(694,698)
Total Tuition and Fees	<u>30,882,989</u>	<u>14,710,998</u>	<u>12,863,632</u>	<u>(1,847,367)</u>
Local Property Taxes	58,880,204	46,151,579	46,221,148	69,569
State Appropriations	14,045,232	4,465,077	5,115,735	650,658
Trade Partnerships	2,658,931	905,782	984,025	78,244
Investment Income	600,000	201,311	168,119	(33,192)
Other	1,930,845	680,954	409,267	(271,687)
Auxiliary Activities	786,850	283,349	74,244	(209,105)
<b>Total Revenue</b>	<b>109,785,051</b>	<b>67,399,051</b>	<b>65,836,171</b>	<b>(1,562,880)</b>
<b>EXPENDITURES</b>				
Humanities & Social Sciences	11,997,305	3,713,875	3,629,554	84,321
Math, Science & Engineering Technologies	9,669,245	2,976,481	2,953,801	22,681
Health Sciences	6,415,321	1,961,223	1,696,534	264,688
Business & Computer Technologies	7,680,113	2,409,819	2,186,117	223,702
Advanced Technologies & Public Service Careers	7,594,477	2,444,441	2,108,943	335,498
Continuing Education	733,054	176,414	94,742	81,672
Distance Learning	1,998,229	633,965	589,225	44,740
Instructional Support	14,996,391	4,810,754	4,021,343	789,410
Total Instruction	<u>61,084,135</u>	<u>19,126,971</u>	<u>17,280,259</u>	<u>1,846,713</u>
Student Services	9,183,882	2,760,211	2,405,727	354,484
Scholarships	1,907,795	723,583	513,554	210,029
Executive Management	2,124,834	701,486	586,566	114,920
General Admin - Institutional Services	4,550,099	1,875,408	2,332,792	(457,384)
MIS/Computer Services	8,516,138	3,321,926	3,284,080	37,846
Public Relations Development	2,958,407	973,948	874,842	99,107
Community Services	1,843,110	562,058	431,318	130,739
Physical Plant Operations	10,785,720	3,524,626	3,123,507	401,119
Utilities	2,089,700	617,632	578,456	39,176
Equipment	1,519,356	466,185	338,639	127,546
Total Non-Instruction	<u>45,479,041</u>	<u>15,527,063</u>	<u>14,469,481</u>	<u>1,057,582</u>
<b>Total Expenditures</b>	<b>106,563,176</b>	<b>34,654,034</b>	<b>31,749,740</b>	<b>2,904,294</b>
<b>OPERATING TRANSFERS</b>				
Unexpended Plant				
Repair & Maintenance	300,000	300,000	300,000	-
Technology Infrastructure Upgrade	1,450,000	1,450,000	1,450,000	-
Debt Retirement	1,221,875	280,675	280,675	-
Health & Fitness Center	(1,450,000)	(362,500)	-	(362,500)
Deferred Maintenance	1,500,000	1,500,000	1,500,000	-
Furniture	200,000	200,000	200,000	-
<b>Total Operating Transfers</b>	<b>3,221,875</b>	<b>3,368,175</b>	<b>3,730,675</b>	<b>(362,500)</b>
<b>Total Expenditures and Operating Transfers</b>	<b>109,785,051</b>	<b>38,022,209</b>	<b>35,480,415</b>	<b>2,541,794</b>
<b>Operating Revenue Over Expenditures &amp; Transfers</b>	<b>-</b>	<b>29,376,841</b>	<b>30,355,756</b>	<b>978,915</b>
<b>OTHER NON-OPERATING ACTIVITY</b>				
Transfer to Unexpended Plant - Budgeted	-	-	-	-
Transfer to Unexpended Plant - Unbudgeted	-	-	-	-
Unrealized Gain/(Loss) on Investment	-	-	93,717	93,717
<b>Total Revenue over Expenditures &amp; Transfers</b>	<b>-</b>	<b>29,376,841</b>	<b>30,449,473</b>	<b>1,072,632</b>

**Capital Fund**  
**Project Summary**  
**October 31, 2020**

ORG	Project Category	Budget	Actuals	Commitment	Balance
<b>Revenues</b>					
	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
	<b>Total Revenues</b>	<b>\$ 10,571,927</b>	<b>10,583,094</b>	<b>-</b>	<b>11,167</b>
<b>Construction/Repair Projects</b>					
<b>Storage Receiving Building</b>					
<b>Renovations:</b>					
70701	SRB Addition	1,830,000	1,828,220	-	1,780
	<b>Total Storage Receiving Building</b>	<b>\$ 1,830,000</b>	<b>\$ 1,828,220</b>	<b>\$ -</b>	<b>1,780</b>
<b>Campus Wide</b>					
<b>System Improvements:</b>					
70002	Classroom & Lab access Control	570,802	570,742	-	60
70003	CC - STEP Equipment	7,627,434	7,504,061	-	123,373
70005	Campus Security System Upgrades	318,691	317,723	-	968
70006	Classroom & Lab Access Control	225,000	224,080	-	920
	<b>Total Campus Wide</b>	<b>\$ 8,741,927</b>	<b>\$ 8,616,606</b>	<b>\$ -</b>	<b>125,321</b>
<b>Grand Total Construction/Repair Projects</b>		<b>\$ 10,571,927</b>	<b>\$ 10,444,827</b>	<b>\$ -</b>	<b>127,101</b>
<b>Revenue Over (Under) Expenditures</b>			<b>\$ 138,268</b>		

Washtenaw Community College  
Deferred Maintenance Fund  
October 31, 2020

**Since inception of fund:**

General Fund Transfers	21,300,000	
Completed projects	(18,178,056)	
Projects in process	(2,293,209)	
Uncommitted Fund Balance	<b>828,735</b>	123,735

**Completed Projects:**

Final Cost

Projects completed in prior years 15,919,831

**Current year completed projects:**

EC RPLC Campus Cooling Twr	1,306,548
GM Fire Alarm Upgrade	85,083
Campus Wide Parking Lot Repairs	183,344
Campus Wide Concrete Repairs	84,210
Men' Hot Tub Replacement	175,000
HFC Pool Resurfacing	96,125
EC Chiller Maintenance Overhaul	181,098
Total of FY21 completed projects < \$50,000 each	146,817

**Total Completed** **18,178,056**

**Projects in Process or scheduled to begin:**

Allocated Budget

EC Boiler Control & Valve Repl	75,000
ML Renovation	375,362
BE Store Front Entry	125,000
GM Library Lighting Replacement	67,596
Campus Lighting Upgrades	90,000
Campus HVAC Repairs	145,000
FE West Brick & Tuck Pointing Rprs	90,000
ML Retention Pond Dredging	269,000
Tunnel Waterproofing	70,000
* Parking Lot 7 Lighting Replacement	80,000
* FE Lighting Replacement	110,000
LA Fire Alarm Upgrade	116,251
* ML Gun Range Roof Replacement	100,000
OE HVAC Replacements	255,000
PS Handrail Replacement	50,000
Total of other projects < \$50,000 each	275,000

**Total in Process** **2,293,209**

\* Scheduled; no financial activity as of report date

**Projects anticipated to begin in FY 21**

Expected Budget

Roof Repairs - Phase 2	300,000
DM Emergent Requirements	200,000
Boiler Valves and Controllers	95,000
Total of other projects < \$50,000 each	110,000

**Total Pending** **705,000**





**WCC Active Portfolio  
Portfolio Management  
Portfolio Summary  
October 31, 2020**

Washtenaw Community College  
4800 East Huron River Drive  
Ann Arbor, MI 48105  
(734)973-3300

<b>Investments</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Book Value</b>	<b>% of Portfolio</b>	<b>Term</b>	<b>Days to Maturity</b>	<b>YTM/C 360 Equiv.</b>	<b>YTM/C 365 Equiv.</b>
Federal Agency Coupon Securities	2,000,000.00	2,107,300.00	2,000,283.70	7.29%	2,317	900	2.282	2.314
Treasury Discounts -Amortizing	7,500,000.00	7,498,929.00	7,498,846.80	27.35%	121	61	0.092	0.094
State of Michigan Bonds	6,000,000.00	6,108,240.00	6,015,038.35	21.94%	2,111	1069	2.066	2.095
Municipal Bonds	11,840,000.00	12,498,947.40	11,907,051.40	43.42%	2,617	1442	2.507	2.542
	<b>27,340,000.00</b>	<b>28,213,416.40</b>	<b>27,421,220.25</b>	<b>100.00%</b>	<b>1,801</b>	<b>943</b>	<b>1.733</b>	<b>1.758</b>

**Investments**

<b>Total Earnings</b>	<b>Month Ending 10/31/20</b>	<b>Fiscal Year 2020 - 2021 To Date</b>	<b>Month Ending 10/31/19</b>	<b>Fiscal Year 2019 - 2020 To Date</b>
Current Year	39,503.15	160,528.30	48,926.07	207,873.11
Average Monthly Balance - Long Term Invested Balance		26,421,472.64		26,290,459.93
Effective Rate of Return - Long Term Invested Balance		1.82%		2.37%

	<b>6 Month</b>	<b>1 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>20 Year</b>
Treasury Yield Curve 10/31/2020	0.11%	0.13%	0.38%	0.88%	1.43%

Reporting period 10/01/2020-10/31/2020

**Washtenaw Community College**

*Office of Facilities Management*

**FACILITIES DEVELOPMENT REPORT**

**Capital Projects Update**

Morris Lawrence Renovation Project

- Continue with design/Field Investigation
- Construction Contract RFP process commences in December, 2020
- Construction December 2021 – June 2022

Advanced Transportation Center

- Budget approved by the State
- Phase 400 approved by State

**Deferred Maintenance Project Update**

1	Energy Center Cooling Tower Replacement <i>FY19 \$1,340,000 – Replace campus cooling tower, associated piping and electrical</i>	Complete
2	EC Boiler Flow Valves <i>FY21 \$90,000 – Main flow valves replacement</i>	Design in progress
3	FEB Lighting Replacement <i>FY21 – all lighting, egress and exit</i>	Construction in progress
4	Parking Lot Lighting Repairs <i>FY21- ph1 \$80,000 – Replace lights with new LED fixtures</i>	Design in Process
5	Campus Wide Lighting upgrades <i>FY21 \$90,000 – Replace fluorescent lighting fixtures</i>	Ongoing
6	EC Summer Boilers Upgrades <i>FY20 \$75,000 – Retro commission and replace selective components.</i>	Complete
7	EC Tunnel Water Proofing repairs <i>FY21 \$70,000 – Utility tunnel is leaking ground water</i>	Construction in progress
8	HFC Pool Surface Refinishing <i>FY20 \$100,000 – Resurface lap and therapy pool surfaces.</i>	Complete
9	HFC Men’s Hot Tub Renovation <i>FY20 \$175,000 – Repair performance issues and upgrade finishes</i>	Complete
10	HFC Shower Valve Replacement <i>FY20 \$75,000 Mixing valves in constant repair</i>	Complete
11	BE – Entry Door Replacement <i>FY21 \$125,000 – Replace all doors &amp; closers</i>	Deferred until Spring 2021
12	FEB Rpr Tuck Pointing on West Brick <i>FY21 \$90,000 – Repair mortar joints and replace brick</i>	Complete
13	HFC Replace Natatorium Lighting <i>FY21 \$75,000 – Outdated lighting, no replacement – new LED</i>	Complete
14	Campus Wide Concrete Repairs and Replacement <i>FY21 \$90,000 – Replace failing concrete sidewalks.</i>	Complete

15	Campus – primary heat loop filtration <i>FY21 \$30,000 – install side stream filtration on heat loops</i>	Construction in progress
16	SRB Dock 1 & 2 Loading Dock Replacement <i>FY20 \$70,000 – Replace failing dock levelers</i>	Complete
17	Campus Wide Roof Replacement / Repairs <i>FY21 \$90,000 – Replace / Repair identified areas from IR study</i>	Out for Bid
18	Campus Wide HVAC Repairs due to Recommissioning <i>FY21 \$80,000 – Replace failed components identified by Siemens</i>	Ongoing
19	Campus wide egress lighting replacement <i>FY21 \$50,000 battery operated change to LED</i>	Ongoing
20	L.A. Fire Alarm Panel Upgrades <i>FY21 \$80,000 / replace outdated fire control panels</i>	Equipment on order
21	Parking Lot Repairs <i>FY20 \$90,000 – mill and recap various areas</i>	Complete
22	MLB Retention Pond Dredge & Treatment <i>FY21 \$205,000 – drainage issues</i>	Construction in progress
23	SRB Repair steps next to truck dock <i>FY21 \$20,000 – Replace cracking and sinking steps</i>	Complete
24	HFC Skylight Replacement <i>FY20 \$10,000 – Replace skylight with broken seal</i>	Complete
25	Campus Wide Roof Fall protection Study <i>FY21 \$30,000 –</i>	Material on order
26	HFC Coil Replacement <i>FY21 \$20,000 Replace damage heating coil</i>	Complete
27	MLB – Brick repairs to entry ways of MLB building <i>FY21 \$20,000 – Replace loose or missing bricks</i>	Construction in progress
28	PS Safety Stair Rail Replacement <i>FY21 \$40,000 – Replace failing rails</i>	Construction in progress
29	TI Window Replacement – south / east side of building <i>FY21-22 \$725,000 – Replace windows and repair walls</i>	Design in progress
30	EC Tunnel Lighting <i>FY21 \$30,000 Replace light fixtures with LED</i>	Design in progress
31	Campus Transformer Replacement <i>FY21 \$40,000 Replace transformers in lot 7 and DM flowers bldg</i>	Design in progress
32	GL Sewage lift Station Pump Replacement <i>FY21 \$30,000 Replace Pumps</i>	Out for Bids
33	OE HVAC upgrades <i>FY21 \$250,000 Replace HVAC units in auto lab</i>	Design in progress

## Campus Repair & Maintenance Projects Update

1	SEMCOG Non-Motorized Pathway <i>FY18 \$120,000 – WCC cost to support new grant funded pathway along HRD</i>	Closeout
2	Campus Emergency Lights – wall packs <i>FY21 \$35,000 – replace nonfunctional emergency and outdated lights</i>	Ongoing

# TAB D

3	Campus Wide Elevator Upgrades <i>FY21 \$435,000 – upgrade safety controls in numerous elevators</i>	Equipment on order
4	GM HVAC Controls Migration to DDC <i>FY20 \$230,000 – update controls from outdated pneumatic</i>	Construction in progress
5	WCC Pond Platform <i>FY20 \$35,000 – Complete renovation of new surgical tech lab and classroom.</i>	Complete
6	Parking lot line stripping <i>FY21 \$10,000 – restripe various areas of the campus parking lots</i>	Complete
7	Campus wide lock updates <i>FY21 \$20,000 – Replace outdated locks to standardize locks</i>	Design phase
8	ML chiller repairs <i>FY21 \$20,000 – Repair controls and compressor</i>	Complete
9	SC Bird netting install <i>FY21 \$20,000 – Install bird netting various areas of SC building</i>	Design in process
10	OE Torit Dust Collector Rebuild <i>FY21 \$10,000 – Rebuild the dust collector in the welding shop</i>	Construction in progress

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

1. Harper Electric; FEB Lighting Replacement; \$87,250
2. Johnson Controls; Fire Alarm Network Cards Upgrade; \$55,421

**Board of Trustees**

Washtenaw Community College

**ACTION**

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

Subject  
Student Center Renovation Project Engineering Services Contract

Date  
November 17, 2020

**Background**

The Student Center was originally built in 1974 and over the past 45 years it has had numerous renovations. However, the existing HVAC system has remained original to the building and is nearing the end of its service life. In addition to replacing the HVAC system, the College has identified and requested State of Michigan Capital Outlay funding for a number of other usage related improvements, including a new "Front Door" and transforming the SC Building into the Center for Success. Recently the State announced that given the pandemic induced economic downturn, that it would not be funding any new capital outlay requests for Fiscal Year 2021. Given the pressing need to replace the SC building HVAC system, the College is recommending that we proceed only with the deferred maintenance portion of the SC building renovation project at an estimated \$7 million cost.

The initial step of this project is to obtain engineering services to perform an assessment/redesign and cost estimate for the replacement of the entire SC building HVAC system. The College issued an RFP (Bid 6294) and received 7 proposals for this project. After review of each proposal, the College is recommending that we contract with Fishbeck Architectural and Engineering firm for an amount not to exceed \$307,000. Fishbeck, with its headquarters in Grand Rapids and offices throughout Michigan (including Ann Arbor), has significant higher education facilities construction/renovation experience, including HVAC system replacement. Please find the bid sheet attached. Funding for this contract will be supported from the Campus Repair & Maintenance fund.

**RECOMMENDATION**

It is the recommendation that the Board of Trustees approve a contract with Fishbeck in the amount of \$307,000 to provide the engineering services required to design the replacement of the Student Center building HVAC system.

**A ROLL CALL VOTE WILL BE TAKEN**

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

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

**Board of Trustees**  
Washtenaw Community College

**DISCUSSION Possible ACTION**

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

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Subject  
Recommendation for a New Program for 2020-21

Date  
November 17, 2020

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**RECOMMENDATION**

That the Board of Trustees approve the New 3+ 1 Program for Winter 2021 as listed below:

- ✿ Washtenaw Community College and Wayne State University – BS Welding and Metallurgical Engineering Technology

**A ROLL CALL VOTE WILL BE TAKEN**

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Prepared by: Dr. Kimberly Hurns  
Title: Executive Vice President of Instruction  
and Academic Affairs

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

**Recommendation for New Program 2020 - 2021**

3+1 Articulation Agreement Degree Programs

Washtenaw Community College – AAS in Welding Technology  
And

Wayne State University – BS in Welding and Metallurgical Engineering Technology

General Education/MTA	30 cr.
WCC Welding Technology Requirements and Electives	57 cr.
Total Transfer Credits	87 cr.

**Board of Trustees**  
Washtenaw Community College

**DISCUSSION**

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

Subject  
Network Infrastructure Upgrade Contract

Date  
November 17, 2020

**BACKGROUND**

The rapidly evolving higher education landscape requires a network infrastructure that is stable, robust, consistent and nimble. As the backbone of our communications platform, the network infrastructure enables phone, E-mail, and web communications which are interwoven into all aspects of WCC operations. As a result of the pandemic and the increased use of virtual classrooms and remote/virtual campus operations, a reliable network is all the more critical. In order to prevent Network failures, latency, and a sluggish network experience, it is critical that we upgrade the network infrastructure.

An assessment of the current network infrastructure was completed. The assessment results indicated that majority of the College’s network infrastructure is out of date with most switches having an expected end of life date in 2008 or 2015.

In addition to the Wi-Fi enhancements and other improvements already made, it was determined that the College Network Backbone, which includes Core, Distribution, and Access Layer Switches, as well as fiber connectivity, needs to be upgraded this year. Upgrading will result in increased reliability of the network and decrease the possibility of failures and interruption to campus operations. Additionally it will provide the infrastructure on which to build and enhance our current online offerings, including teaching, learning and other remote academic services.

The college obtained a quote from MiDeal which is the State of Michigan approved purchasing consortium. The college recommends that the Network Infrastructure upgrade contract be awarded to CDW for an amount not to exceed \$1,175,000. This contract will be covered by FY20 ITS budgeted resources.

**RECOMMENDATION**

That the Board of Trustees approve a contract to purchase Network Infrastructure Equipment from CDW for an amount not to exceed \$1,175,000.

**A ROLE CALL VOTE WILL BE TAKEN**

Prepared by: Todd Kreuger  
Title: CIO

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



**Board of Trustees**  
Washtenaw Community College

**DISCUSSION**

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

Subject  
Examity® Learning Validation and Remote Proctoring Contract

Date  
November 17, 2020

**Background**

In May 2016, the College adopted Examity® as the learning validation and remote proctoring service. Since that time, WCC has expanded its online offerings and enrollment steadily, increasing the corresponding costs of service for Examity®. In May 2019, the board approved the continuation of Examity® with an annual cost not to exceed \$75,000.

Due to the exceptional circumstances caused by the COVID-19 pandemic and the move to online and virtual instruction, the College is currently experiencing a substantial increase in the use of the online exam integrity services. Examity® provides all of the required tiers of service to meet the needs of WCC instruction:

- Live proctors needed to be trained and employed by the provider (Not using 3<sup>rd</sup> party contracting or outsourcing)
- Proctors and services need to be available 24/7/365
- Proctors need to limit the administration to 6 people maximum at one time
- Proctors need to follow and administer the testing policies of the individual faculty member
- The company can offer an enterprise service to work directly with faculty on an individual basis
- The software service integrates with Blackboard Learning Management System
- The solution passes the requirements set by WCC Informational Technology Services

**RECOMMENDATION**

That the Board of Trustees approve the continuation of Examity® at an annual cost not to exceed \$125,000 for the 2020-21 Academic Year with at least \$50,000 funded by CARES Act.

**A ROLL CALL VOTE WILL BE TAKEN**

Prepared by: Dr. Kimberly Hurns  
Title: Executive Vice President of Instruction  
and Academic Affairs

Recommended by:   
Rose B. Bellanca, President