

**DECEMBER 15, 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 December 15, 2020. This meeting will be held electronically due [Public Act 228 of 2020](#) signed into law on October 16, 2020.

PUBLIC PARTICIPATION:

The public may join the meeting via the link below:

<https://wccnet-edu.zoom.us/j/83454324958?pwd=T2x4QmJpYjBnS3RGZlBYityZG51QT09>

Passcode: 375825

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 +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 *(for higher quality, dial a number based on your current location)*

Webinar ID: 834 5432 4958

PUBLIC COMMENTARY:

Citizens wishing to participate during Citizen Participation should email comments to Vanessa Brooks – vbrooks@wccnet.edu by 1:00 pm 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 or 734-973-3491 by 1:00 pm prior to the start of the meeting.

**WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
6:00 P.M. – DECEMBER 15, 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. Entrepreneurship Center 2020 Update: Campus and Community Business Support
- V. REPORTS**
 - A. Monthly Reports
 - 1. Personnel Recommendations (Action).....Tab B
 - 2. Financial Reports (November 2020) (Action).....Tab C
 - 3. Facilities Development ReportTab D
- VI. REMARKS**
 - A. Remarks of Members of Board of Trustees
 - B. President’s Remarks
- VII. OLD BUSINESS**
 - A. Action
 - 1. Network Infrastructure Upgrade Contract (Action).....Tab E
 - 2. Examity® Learning Validation and Remote Proctoring Contract (Action).....Tab F
 - 3. 2020 Emeritus Staff Status Recipients (Action).....Tab G
- VIII. NEW BUSINESS**
 - A. Discussion
 - 1. Adobe Software Enterprise License Contract Renewal.....Tab H
 - 2. TI Building Window Replacement Contract.....Tab I
 - 3. GL Building Roof Restoration Project.....Tab J
 - B. Action
 - 1. Receipt of FY 20 Audit (Action).....Tab K
- IX. ADJOURNMENT OF MONTHLY MEETING (Action)**

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Approval of Minutes

Date
December 15, 2020

RECOMMENDATION

That the Board of Trustees approve the minutes of the November 17th Meeting as submitted.

A ROLL CALL VOTE WILL BE TAKEN

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

MINUTES
WASHTENAW COMMUNITY COLLEGE
MONTHLY MEETING OF THE BOARD OF TRUSTEES
TUESDAY, NOVEMBER 17, 2020

CALL TO ORDER

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on November 17, 2020 at 6:02 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

Moment of Silence

Chair Fleming asked Trustees to join her in a moment of silence to acknowledge the passing of former WCC Trustee Ann Cleary Kettles.

Approval of Agenda (Action)

It was moved by Trustee McKnight-Morton and seconded by Trustee Hatcher that the Board approve the agenda for the November 17th Monthly Meeting.

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 Minutes (Action)

It was moved by Trustee Hatcher and seconded by Trustee Landau that the Board approve the minutes of the October 27th 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, Trustee Landau; yes, and Trustee McKnight-Morton; yes. The motion was adopted.

CITIZEN PARTICPATION

WCC Education Association

Ms. Julie Kissel, English and College Readiness faculty member and WCEA President congratulated Trustees DeVarti, Fleming and Hatcher for successful reelection. She also congratulated faculty member Ernesto Querijero for winning a seat on the Ann Arbor Public School Board. Lastly, she wished the Board a wonderful and restful Thanksgiving.

Public Comments

There were no public comments.

Written Communications

There was one written communication received.

Call to order

Moment of Silence

Approval of Agenda (Action)

Approval of Minutes (Action)

CITIZEN PARTICPATION

WCC Education Association
WCC Education Association

Public Comments

Written Communications

SPECIAL REPORTS

Acknowledgement of Lily Kujawski – Associated Press

Chair Fleming on behalf of the Board of Trustees and President Bellanca recognized Washtenaw Voice Writer and recent WCC graduate, Ms. Lilly Kujawski for her honorable mention as Reporter of the Year awarded by the Associated Collegiate Press.

Recognition of Voice Reporters by the College Media Association

Chair Fleming on behalf of the Board of Trustees and President Bellanca recognized Washtenaw Voice staff Xaillia Claunch, Debra Destefani, Weevern Gong, Torrence Williams, Kristy King, Ian Loomis, Jessica Pace, Victoria Huehn, Eric Le and recently graduated Lilly Kujawski and Claire Convis for being awarded second place from the College Media Association for best written special section of more than four pages.

Recognition of Judy McGovern

Chair Fleming on behalf of the Board of Trustees recognized Ms. Judy McGovern who was awarded the Advisor Award by the College Media Association.

REPORTS

Personnel Recommendations (Action)

It was moved by Secretary DeVarti 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 (October 2020) (Action)

It was moved by Treasurer Davis and seconded by Trustee Landau that the Board 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 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

Mr. William Johnson, Executive Vice President and Chief Financial Officer informed the Board that the ML pond dredging project is almost complete. He also mentioned that the BE building entry door replacement project is on hold. Lastly, he mentioned that the Public Safety stair well replacement is underway and on schedule.

SPECIAL REPORTS

Acknowledgement of Lily Kujawski – Associated Press

Recognition of Voice Reporters by the College Media Association

Recognition of Judy McGovern

REPORTS

Personnel Recommendations (Action)

Financial Reports (October 2020) (Action)

Facilities Development Report

REMARKS

Remarks from Members of the Board of Trustees

Treasurer Davis congratulated Trustees Fleming, DeVarti and Hatcher on their reelection.

Secretary DeVarti thanked the administration for the safety protocols put in place to protect students. Lastly, he stated he was glad for the investment in online and the administration who has provided tremendous support for faculty who teach online.

Trustee McKnight-Morton congratulated Trustees Fleming, DeVarti and Hatcher for winning reelection. Lastly, she thanked Executive Vice President Blakey for always going above and beyond to assist students.

Trustee Hatcher inquired about the faculty input in regards to the Examiy motion later in the agenda.

President's Remarks

President Bellanca congratulated Trustees DeVarti, Fleming and Hatcher for winning reelection. She welcomed and introduced Lori Mouton, Vice President Public Relations and Chief Communication Officer. She thanked the president of the Women's Council, Meredith Mill, AVP Phil Snyder, and his staff for a job well done. Lastly, she thanked the student Veteran Speakers at the recent Veterans Day Event as well as Chair Fleming for attending.

OLD BUSINESS

Student Center Renovation Project Engineering Services Contract (Action)

It was moved by Vice Chair Milliken and seconded by Trustee Hatcher that the Board 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 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

Recommendation for a New Program – 2020-21 (Action)

It was moved by Secretary DeVarti and seconded by Vice Chair Milliken that the Board approve the new program for Winter 2021 has 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.

REMARKS

Remarks from
Members of the Board
of Trustees

President's Remarks

OLD BUSINESS

**Student Center
Renovation Project
Engineering Services
Contract (Action)**

NEW BUSINESS

**Recommendation for a
New Program – 2020-
21 (Action)**

Network Infrastructure Upgrade Contract

Mr. Todd Krueger, CIO provided the Board with a brief overview of the status of the Network which included the Assessment Results and Multiyear Plan.

Examity® Learning Validation and Remote Proctoring Contract

Dr. Kimberly Hurns, Executive Vice President for Instruction and Academic Affairs explained to the Board the need for the contract with Examity due to the increased volume in online classes due to COVID – 19.

Motion to Adjourn Monthly Meeting (Action)

It was moved by Trustee Hatcher and seconded by Trustee McKnight-Morton 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 7:10 pm.

Respectfully submitted,

David DeVarti

Secretary

Christina Fleming

Chair

Network Infrastructure Upgrade Contract

Examity® Learning Validation and Remote Proctoring Contract

Motion to Adjourn Monthly Meeting (Action)

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Personnel Recommendations

Date
December 15, 2020

RECOMMENDATION

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

A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by: 
Rose B. Bellanca, President

PERSONNEL RECOMMENDATIONS
December 2020

Instruction

Part-Time New Hires

Professional Faculty

Andrea Gonzales, Business, \$906 per course contact hour

Azhar Piracha, Business, \$906 per course contact hour

Sherry Lenz, Nursing, \$906 per course contact hour

Michelle Miller, Nursing, \$906 per course contact hour

Charmi Patel, Nursing, \$906 per course contact hour

Andrea Sawallich, Medical Assisting, \$906 per course contact hour

Full-time Employment Ending

Laura Zimbleman, Cataloging Technician with twenty-nine (29) years of service

Bruce Hackmann, Professional Faculty Humanities with twenty-two (22) years of service

Student & Academic Services

Full-time Employment Ending

Michael Koen, Enrollment Services Admissions Technician with twenty-two (22) years of service

Facilities Management

Part-Time New Hires

Support Staff

Javair Bean, Grounds Maintenance Worker, \$15.06 hourly

Alexander Nealey, Grounds Maintenance Worker \$15.06 hourly

Full-time Employment Ending

Gregory Weathers, Grounds Maintenance Worker with seventeen (17) years of service

Workforce & Community Development

No Report

Economic & College Development

No Report

Marketing and Communication

No Report

Advancement

No Report

Finance

No Report

President

No Report

Human Resources

No Report

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Financial Reports November 2020

Date
December 15, 2020

RECOMMENDATION

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

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

Financial Narrative

November 2020

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2020-21, the five months ended November 30, 2020.

Revenue

As of November 30, 2020, Total Revenues were \$74.4 million; Total Expenditures and Operating Transfers were \$43.3 million. Revenues in total are behind the expected budget for the first quarter by approximately \$3.4 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.

Winter 2021 tuition and fees are also trending behind budget, with tuition revenue lower by \$1.4 million and course fees \$600,000 below YTD budget. Similar to Fall 2020, much of this decline results from the pandemic impact of the College largely only being able to offer online courses.

While the College budgeted for an approximate 10% decrease in its annual State Aid 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 \$46.3 million through November, which represents 79 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 November 30, 2020, represent 37 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$3.6 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.

Operating Transfers

The Health & Fitness Center revenue has been significantly impacted by the pandemic. The HFC was fully closed for July through mid-September and upon reopening over 2,500 members have either cancelled or bridged their membership. As a result, net revenue transfers to the College have been eliminated for the first 5 months of operations. It is anticipated that this trend will continue at least through the upcoming winter months.

Washtenaw Community College
 Revenues and Expenditures - General Fund
 Statement as of November 30, 2020

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
REVENUES				
Tuition Fall	11,030,166	11,030,166	9,869,931	(1,160,235)
Tuition Winter	10,426,878	7,403,083	5,985,891	(1,417,192)
Tuition Spring	4,859,945	1,749,580	1,734,888	(14,693)
Student Fees	4,566,000	3,355,817	2,050,995	(1,304,822)
Total Tuition and Fees	<u>30,882,989</u>	<u>23,538,647</u>	<u>19,641,705</u>	<u>(3,896,942)</u>
Local Property Taxes	58,880,204	46,346,631	46,422,985	76,354
State Appropriations	14,045,232	5,581,347	6,413,212	831,865
Trade Partnerships	2,658,931	905,782	1,073,073	167,291
Investment Income	600,000	257,918	209,913	(48,005)
Other	1,930,845	811,588	523,925	(287,663)
Auxiliary Activities	786,850	411,633	146,432	(265,201)
Total Revenue	109,785,051	77,853,545	74,431,245	(3,422,300)
EXPENDITURES				
Humanities & Social Sciences	11,997,305	4,926,616	4,656,891	269,725
Math, Science & Engineering Technologies	9,669,245	3,876,352	3,745,889	130,463
Health Sciences	6,415,321	2,616,038	2,119,370	496,668
Business & Computer Technologies	7,680,113	3,111,915	2,804,711	307,204
Advanced Technologies & Public Service Careers	7,599,237	3,147,867	2,734,661	413,206
Continuing Education	733,054	258,575	129,113	129,462
Distance Learning	1,998,229	798,676	738,806	59,870
Instructional Support	14,894,027	5,963,779	4,988,556	975,223
Total Instruction	<u>60,986,531</u>	<u>24,699,816</u>	<u>21,917,996</u>	<u>2,781,821</u>
Student Services	9,349,849	3,530,148	2,978,085	552,063
Scholarships	1,907,795	723,591	581,316	142,275
Executive Management	2,144,333	875,269	723,310	151,959
General Admin - Institutional Services	4,384,349	1,717,571	2,880,001	(1,162,429)
MIS/Computer Services	8,525,210	4,082,613	4,011,990	70,623
Public Relations Development	3,020,239	1,269,165	1,091,058	178,107
Community Services	1,863,923	729,899	528,561	201,337
Physical Plant Operations	10,771,891	4,432,521	3,810,433	622,088
Utilities	2,089,700	805,371	814,058	(8,687)
Equipment	1,519,356	336,900	262,275	74,624
Total Non-Instruction	<u>45,576,645</u>	<u>18,503,047</u>	<u>17,681,088</u>	<u>821,959</u>
Total Expenditures	106,563,176	43,202,863	39,599,083	3,603,780
OPERATING TRANSFERS				
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	-
Total Operating Transfers	3,221,875	3,368,175	3,730,675	(362,500)
Total Expenditures and Operating Transfers	109,785,051	46,571,038	43,329,758	3,241,280
Operating Revenue Over Expenditures & Transfers	-	31,282,506	31,101,487	(181,020)
OTHER NON-OPERATING ACTIVITY				
Transfer to Unexpended Plant - Budgeted	-	-	-	-
Transfer to Unexpended Plant - Unbudgeted	-	-	-	-
Unrealized Gain/(Loss) on Investment	-	-	90,044	90,044
Total Revenue over Expenditures & Transfers	-	31,282,506	31,191,531	(90,976)

Capital Fund
Project Summary
October 31, 2020

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		17,967		17,967
	Total Revenues	\$ 10,571,927	10,589,894	-	17,967
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	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
	Total Campus Wide	\$ 8,741,927	\$ 8,616,606	\$ -	125,321
Grand Total Construction/Repair Projects		\$ 10,571,927	\$ 10,444,827	\$ -	127,101
Revenue Over (Under) Expenditures			\$ 145,068		

**Washtenaw Community College
Deferred Maintenance Fund
November 30, 2020**

Since inception of fund:

General Fund Transfers	21,300,000	
Completed projects	(18,231,222)	
Projects in process	(2,289,934)	
Uncommitted Fund Balance	778,844	133,844

Completed Projects:

Final Cost

Projects completed in prior years	15,919,831
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Current year completed projects:

EC RPLC Campus Cooling Twr	1,306,349
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	95,449
EC Chiller Maintenance Overhaul	181,098

Total of FY21 completed projects < \$50,000 each	200,857
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	18,231,222
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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	265,725
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
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	2,289,934
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* 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	50,000
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	645,000
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**WCC Active Portfolio
Portfolio Management
Portfolio Summary
November 30, 2020**

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Federal Agency Coupon Securities	2,000,000.00	2,105,870.00	2,000,386.51	7.57%	2,317	870	2.282	2.314
Treasury Discounts -Amortizing	7,500,000.00	7,499,537.00	7,499,415.55	28.39%	121	31	0.092	0.094
State of Michigan Bonds	5,000,000.00	5,108,650.00	5,014,459.42	18.98%	2,216	1252	2.210	2.241
Municipal Bonds	11,840,000.00	12,573,689.80	11,905,687.12	45.06%	2,617	1412	2.507	2.542
	26,340,000.00	27,287,746.80	26,419,948.60	100.00%	1,810	949	1.748	1.772

Investments

Total Earnings	Month Ending 11/30/20	Fiscal Year 2020 - 2021 To Date	Month Ending 10/31/19	Fiscal Year 2019 - 2020 To Date
Current Year	38,487.10	199,015.40	52,430.03	260,303.14
Average Monthly Balance - Long Term Invested Balance		26,421,218.63		26,313,539.27
Effective Rate of Return - Long Term Invested Balance		1.81%		2.37%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 11/30/2020	0.09%	0.11%	0.36%	0.84%	1.37%

Reporting period 11/01/2020-11/30/2020

Washtenaw Community College
Office of Facilities Management

FACILITIES DEVELOPMENT REPORT

Capital Projects Update

Morris Lawrence Renovation Project

- Continue with design/Field Investigation
- Prequalification for General Contractors due 12/11/20.
- Construction December 2021 – June 2022

Student Center Renovation Project

- Engineering Design Contract awarded to Fishbeck – November 2020
- Engineering Assessment commenced – December 2020

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 & closers</i>	Deferred until Spring 2021
12	FEB Rpr Tuck Pointing on West Brick <i>FY21 \$90,000 – Repair mortar joins 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>	Award in progress
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>	Construction in progress
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>	Complete. Restoration work in Spring 2021.
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>	Award 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 blding</i>	Design in progress
32	GL Sewage lift Station Pump Replacement <i>FY21 \$30,000 Replace Pumps</i>	Award in progress.
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
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TAB D

2	Campus Emergency Lights – wall packs <i>FY21 \$35,000 – replace nonfunctional emergency and outdated lights</i>	Ongoing
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>FY21 \$230,000 – update controls from outdated pneumatic</i>	Commissioning
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>	Complete

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

1. Siemens Industry, Inc.; GM HVAC Repairs; \$41,356
2. Hutchins & Hutchins, Inc.; Bid 6308 Hospi-Gard IsoClean 400 Series HEPA Filtration Units; \$165,937.50 (Qty 75) – Care Act Funded
3. Hutchins & Hutchins, Inc.; Bid 6314 Hospi-Gard IsoClean 800 Series HEPA Filtration Units; \$32,660.00 (Qty 8) – Cares Act Funded

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
Network Infrastructure Upgrade Contract

Date
December 15, 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

ACTION

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

Subject
Examity® Learning Validation and Remote Proctoring Contract

Date
December 15, 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 3rd 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


As Examity is the sole tool for proctoring tests at the college and the ability to proctor exams on campus continues to be outside of the executive orders for COVID-19 safety, the increase in the use of Examity has been increasing at greater rates than planned. At the current rate of usage and the increase in the number of sections of classes in the Math and Science Division, the projected amount to be spent on Examity will be above the previously requested \$125,000 threshold as requested in the November 17, 2020 Board Meeting. The request is that the approval be changed not to exceed \$200,000 with at least \$75,000 paid by the CARES ACT for the 2020-21 Academic Year.

RECOMMENDATION

That the Board of Trustees approve the continuation of Examity® at an annual cost not to exceed \$200,000 for the 2020-21 Academic Year with at least \$75,000 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

Board of Trustees
Washtenaw Community College

ACTION

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

Subject
2020 Emeritus Staff Status Recipients

Date
December 15, 2020

RECOMMENDATION

That the Board of Trustees grant the following retirees Emeritus Staff Status as stated in Board Policy #5045, Policy on Emeritus Staff:

<u>Employee</u>	<u>Years of Service</u>
Jennifer Beckerman	20
James Egan	31
Alice Gannon-Boss	16
Philip Geyer	22
Bruce Hackmann	22
Gary (Dan) Kier	20
Michael Koen	22
Elizabeth Orbits	19
Dale Petty	26
Frank Pohs	19
William Reichert	20
Kai Smith	31
Shari Smith	16
Gregory Weathers	17
Laura Zimbleman	29

(a collective 330 years of service)

A ROLL CALL VOTE WILL BE TAKEN

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

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
Adobe Software Enterprise License Contract Renewal

Date
December 15, 2020

BACKGROUND

Adobe products, which include Acrobat, Photoshop, Illustrator, Premier Pro, and InDesign, to name a few, have been used since the early 90's at Washtenaw Community College. As the college moved into the digital age by adding computers to their instructional tools, Adobe was chosen as the software standard.

Adobe product offerings have expanded, taking over the title as the de facto industry standard in all areas of the digital media arts. WCC was an early adopter of this product, which enabled WCC students to be taught using the latest industry standard software, thereby making their skills more valuable to employers. Today Adobe products are of paramount importance to courses taught in the following instructional areas:

- Graphics Design
- Digital Video Production
- Technical Writing
- Web Design
- Business Office Systems

Additionally, Adobe products have played a crucial role in remote operations for the college. Adobe products are extensively utilized in the designing of the College's website, by the marketing department, the development and implementation of online courses, and for video projects done through Media Services.

As Adobe expanded, their licensing models changed to be more inclusive of all their offerings and therefore it limited the ability for WCC to purchase specific quantities of each product line required by the college. After reviewing all the options of this sole source provider, it was determined that their Enterprise Term License Agreement (ETLA) would be best for WCC. The ETLA offers WCC a three-year price guarantee, the ability to purchase and deploy Adobe software in an efficient, targeted, and cost-effective manner, along with predictable budgeting for 3 years.

The three-year ETLA agreement will ensure ongoing support for this critical software solution and provide level pricing during this period. The proposed contract renewal provides software licenses for all of the student computer lab machines. It will also allow faculty and staff to continue to do their jobs efficiently and effectively.

RECOMMENDATION

That the Board of Trustees approve a contract with CDW for the purchase of a three-year Adobe Enterprise Term License Agreement in an amount not to exceed \$219,658.80.

A ROLL CALL VOTE WILL BE TAKEN

Prepared by: Todd Kreuger

Title: CIO

Recommended by: Rose B. Bellanca, Esq.

Rose B. Bellanca, President

Board of Trustees
Washtenaw Community College

DISCUSSION

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

Subject	Date
Technical and Industrial Building Window Replacement Contract	December 15, 2020

Background

This project scope includes the replacement of the remaining existing original single pane windows on the Technical and Industrial Building. The original single pane windows installed in 1971 are still in place on the east and south side of the building.

The windows on the north and west sides of the building were replaced in previous renovations. The original windows are constructed of ¼” non-insulated glass, the replacement windows are constructed of 1” insulated glass with an aluminum frame. The new type of window will provide superior energy efficiency compared to the original windows. This contract includes the replacement of 34 windows of varying sizes and all applicable sealants.

RFP (Bid 6317) was issued and Calvin & Company, located in Flint Michigan was the low bidder at \$112,000. This project will be supported from the Campus Repair & Maintenance fund.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a contract with Calvin & Company in the amount of \$112,000 to replace the remaining original windows in the T&I building.

A ROLL CALL VOTE WILL BE TAKEN

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

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

Board of Trustees
Washtenaw Community College

DISCUSSION

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

Subject
Great Lakes Roof Restoration Project

Date
December 15, 2020

Background

This project scope includes the repair and restoration of the existing roof on the Great Lakes Regional Training Center. This past summer Washtenaw Community College retained a firm to provide a campus wide roof evaluation / study. This firm performed a comprehensive inspection which included visual inspections, infrared inspections, core samples and nuclear inspections.

During these inspections, several areas were identified needing repairs which includes the Great Lakes Regional Training Center. The roof on the Great Lakes Building is original to the building which was built in 2003 and only minor maintenance has happened to the roof over those years. The roofing system is approximately 12,244 sf and consists of metal deck covered by multiple layers of insulation and outer membrane.

The roofing study indicated a moisture problem within the roofing system in two small areas and this contract includes the removal and repair of those areas along with some flashing repairs. Safety improvements including fall protection and new slip resistant walking pathways are also included. The entire roof area will then be coated with a fluid applied membrane system. This restoration work will include a new 20-year warranty for the roofing system.

RFP (Bid 6307) was issued and Duke Roofing, located in Ypsilanti Michigan was the low bidder at \$173,700 for the GL roof restoration work. Deferred Maintenance funding will support this project.

RECOMMENDATION

It is the recommendation that the Board of Trustees approve a contract with Duke Roofing in the amount of \$173,700 to perform this work.

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

ACTION

4800 E. Huron River Drive
Ann Arbor, Michigan 48105

Subject
Receipt of the FY 20 Audit Report

Date
December 15, 2020

RECOMMENDATION

That the Board receive the FY 20 Audit Report as submitted.

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, Ed.D.*
Rose B. Bellanca, President
