



Office of the President

## **JANUARY 26, 2021 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 January 26, 2021. This meeting will be held electronically due to [SB 1246](#) signed into law on December 22, 2020.

### **PUBLIC PARTICIPATION:**

The public can join via the link below:

<https://wccnet-edu.zoom.us/j/87493757919?pwd=dDh2TGZiMGZXSzN1WWJnMGtIQ3NTQT09>

Passcode: 375825

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

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

Webinar ID: 874 9375 7919

### **PUBLIC COMMENTARY:**

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

**WASHTENAW COMMUNITY COLLEGE  
ORGANIZATIONAL & MONTHLY MEETING OF THE BOARD OF TRUSTEES  
6:00 P.M. - JANUARY 26, 2021**

- I. ORGANIZATIONAL MEETING**
  - A. Election of Officers
    - 1. Chair
    - 2. Vice Chair
    - 3. Secretary
    - 4. Treasurer
  - B. Remarks from New Board Chair
  
- II. CALL TO ORDER, APPROVAL OF AGENDA**
  - A. 2021 and 2022 Schedule of Monthly Board Meetings **(Action)**.....**Tab A**
  - B. 2021 Board of Trustees Schedule of Activities and Events .....**Tab B**
  - C. Background Information on Members of the Board of Trustees.....**Tab C**
  - D. Terms of Board of Trustees Members, Class of 2021-22.....**Tab D**
  - E. Trustee Assignments
    - 1. MCCA Liaison
    - 2. ACCT Delegate
    - 3. WTMC Liaison
    - 4. WCC Foundation Liaison
    - 5. SEMCOG Liaison
    - 6. Honorary Associate Degree in Community Service Committee
  
- III. APPROVAL OF MINUTES (Action) .....Tab E**
  
- IV. CITIZEN PARTICIPATION**
  - A. Verbal Communications
    - 1. WCC Education Association
    - 2. Public
  - B. Written Communications
  
- V. SPECIAL REPORTS**
  - A. [State of the College Address](#)
  - B. WCC @ Parkridge Learning Lab
  
- VI. REPORTS**
  - A. Monthly Reports
    - 1. Personnel Recommendations **(Action)** .....**Tab F**
    - 2. Financial Reports (December 2020) **(Action)** .....**Tab G**
    - 3. Facilities Development Report.....**Tab H**
  
- VII. REMARKS**
  - A. Remarks of Members of Board of Trustees
  - B. President’s Remarks

**VIII. OLD BUSINESS**

A. Action

- 1. Adobe Software Enterprise License Contract Renewal **(Action)** .....**Tab I**
- 2. TI Building Window Replacement Contract **(Action)** .....**Tab J**
- 3. GL Building Roof Restoration Project **(Action)** .....**Tab K**

**IX. NEW BUSINESS**

A. Discussion

- 1. Telephone and Fiber Services Contract.....**Tab L**

**X. 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  
2021 and 2022 Schedule of Monthly Board Meetings

Date  
January 26, 2021

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**RECOMMENDATION**


That the Board of Trustees adopt and publish the calendar of regular meetings\* for 2021 and 2022 as indicated on the attached sheets, with exceptions as indicated in italics. The fourth Tuesday of each month is established as the regular monthly meeting time at 6:00 p.m. remotely due to health reasons, until it is deemed safe to convene in Room 150 of the Morris Lawrence Building.

*\*The Open Meetings Act (Act No. 267, Public Acts of 1976) requires the Board of Trustees to adopt and publish a calendar of regular meetings.*

**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, President

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**Washtenaw Community College Board of Trustees**  
Room 215, Student Center Building  
4800 E. Huron River Drive, Ann Arbor, Michigan 48105  
Telephone: (734) 973-3621

**2021**  
**CALENDAR OF MONTHLY MEETINGS**  
**WASHTENAW COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**

**DATES:**           JANUARY 26  
                      FEBRUARY 23  
                      *MARCH 30*  
                      APRIL 27  
                      MAY 25  
                      JUNE 22  
                      JULY 27  
                      AUGUST *(NO MEETING SCHEDULED)*  
                      SEPTEMBER 28  
                      OCTOBER 26  
                      *NOVEMBER 16 \* Moved due to Holidays*  
                      *DECEMBER 14\* Moved due to Holidays*

**TIME:**           6:00 p.m.

**PLACE:**           Morris Lawrence Building, Room 150  
                      4800 E. Huron River Drive  
                      Ann Arbor, Michigan 48105

*Persons with disabilities that wish to attend these meetings 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 Board of Trustees**  
Room 215, Student Center Building  
4800 E. Huron River Drive, Ann Arbor, Michigan 48105  
Telephone: (734) 973-3621

**2022**  
**CALENDAR OF MONTHLY MEETINGS**  
**WASHTENAW COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**

**DATES:**           JANUARY 25  
                      FEBRUARY 22  
                      MARCH 22  
                      APRIL 26  
                      MAY 24  
                      JUNE 28  
                      JULY 26  
                      AUGUST *(NO MEETING SCHEDULED)*  
                      SEPTEMBER 27  
                      OCTOBER 25  
                      NOVEMBER 15\* *Moved due to Holidays*  
                      DECEMBER 13\* *Moved due to Holidays*

**TIME:**           6:00 p.m.

**PLACE:**           Morris Lawrence Building, Room 150  
                      4800 E. Huron River Drive  
                      Ann Arbor, Michigan 48105

*Persons with disabilities that wish to attend these meetings 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.*

**2021 Board & College Activities and Events**

Tues., Jan 26	Board of Trustees Monthly Meeting (6:00 p.m.)
Thurs., Jan. 28	Honors Convocation
Mon., Feb. 8 – Wed., Feb. 10	ACCT National Legislative Summit
Mon., Feb. 22 – Sat, Feb. 27	Winter Recess (no credit classes)
Tues., Feb. 23	Board of Trustees Monthly Meeting (6:00 p.m.)
TBD	Spring Board Retreat
Thurs., Mar. 25	Washtenaw Economic Club Luncheon
Tues., Mar. 30	Board of Trustees Monthly Meeting (6:00 p.m.)
TBD	Free College Day
Tues., Apr. 27	Board of Trustees Monthly Meeting (6:00 p.m.)
Mon., May 3	Winter Semester Ends
Tues., May 4	Nursing Pinning Ceremony
Mon., May 10	Summer Semester Starts
Tues., May 11	Washtenaw Economic Club Luncheon
TBD	WCC Foundation Women’s Council Luncheon
Thurs., May 20	Honors Convocation
TBD	Commencement Platform Party Dinner
Sat., May 22	Commencement
Tues., May 25	Board of Trustees Monthly Meeting (6:00 p.m.)
Mon., May 31	Memorial Day (college closed)
Mon., June 24 – Fri., June 28	OPCMIA Training Week
Tues., June 22	Board of Trustees Monthly Meeting (6:00 p.m.)
Sun., July 4	Independence Day Holiday (college closed)
Sun., July 18 – Thurs., July 22	Ironworkers Training Week

**WASHTENAW COMMUNITY COLLEGE****TAB B****2021 Board & College Activities and Events**

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Tues. July 20 – Thurs. Jul 22 MCCA Summer Conference

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Tues., July 27 Board of Trustees Monthly Meeting (6:00 p.m.)

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No August Board of Trustees Monthly Meeting

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Mon., Aug. 2 Spring/Summer Classes End

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Sat., Aug. 7 – Fri., Aug. 13 UA Instructor Training Week

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TBD Foundation Golf Outing

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Tues., Aug. 24 – Fri., Aug. 27 Faculty In-Service

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Mon., Aug. 30 Fall Semester Begins

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Mon., Sept., 6 Labor Day (no classes, college closed)

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Tues., Sept. 28 Board of Trustees Monthly Meeting (6:00 p.m.)

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Tues., Oct. 26 Board of Trustees Monthly Meeting (6:00 p.m.)

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Thurs., Nov 4 Washtenaw Economic Club Luncheon

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Tues., Nov 16 Board of Trustees Monthly Meeting (6:00 p.m.)

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TBD Board of Trustees Fall Retreat

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Wed., Nov. 24 – Sat., Nov. 28 Thanksgiving Holiday (no classes)

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Thurs., Nov. 28 – Fri., Nov. 29 Thanksgiving Holiday (college closed)

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TBD Foundation Scholarship Luncheon

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Tues., Dec. 14 Board of Trustees Monthly Meeting (6:00 p.m.)

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Sun., Dec. 15 Fall Semester Ends

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Tues., Dec. 24 – Wed., Jan. 1, 2020 Winter Holiday (college closed)

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Thurs., Jan. 2 College Open (no classes)

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**WASHTENAW COMMUNITY COLLEGE**  
**2021 Board & College Activities and Events**

**TAB B**

Board Meetings

- ❖ One per month
- ❖ Read and analyze materials for each Board meeting – Packets are delivered on or before Friday before the meeting

Two Board retreats

- ❖ Spring
- ❖ Fall is an afternoon/early evening event

Serve as Board speaker at various College ceremonies and occasions

- Part-Time Honors Convocation in January
- Graduation in May
- Honors Convocation in May
- GED Graduation Ceremony
- Nursing Pinning Ceremony
- Others as they arise

Participation in WCC Foundation activities

- Mardi Gras/ Winter Gala
- Scholarship Luncheon
- Women's Council Luncheon
- Golf Outing
- Others as they arise

MCCA (Michigan Community College Association)

- Summer Conference in July
- Possibly others throughout the year

ACCT (Association of Community College Trustees) Conferences

- ❖ Conferences (*voluntary*)
  - Winter – National Legislative Summit in Washington D.C.
  - Fall – Location TBD

**WCC Board of Trustees Background Information****Ms. Angela Davis**

Angela Davis was born and raised in Ann Arbor, MI. She attended Ann Arbor Public Schools and graduated from Pioneer High School. She attended HBCU's Bishop College in Dallas, TX. She later enrolled in Concordia University and completed her undergraduate degree in Human Resource Administration while attending Washtenaw Community College. She relocated to West Virginia where she enrolled in Mountain State University in Beckley, WV and received a graduate degree in Strategic Leadership. She is active in the community as a volunteer at the Ann Arbor Art Center's jewelry studio and participates in charitable fundraising events. She is also the owner of Davis Jewelry Collections and works at TJMaxx in Ann Arbor.

**Mr. David DeVarti**

Dave DeVarti is a lifelong Ann Arbor resident and community activist. Dave was the founding publisher of the Michigan Football Guide and the Current Entertainment Monthly, transferring ownership to another publisher in 2007. He has been a part-time student at Washtenaw Community College occasionally during the past several years, primarily studying art. He attended the University of Michigan School of Natural Resources in the 1970's.

He served as an Ann Arbor City Councilperson and a member of the Ann Arbor Planning Commission in the 1980's. He served on the Ann Arbor Downtown Development Authority from 1991 to 2008. He currently serves on the Ann Arbor Zoning Board of Appeals. Dave is also a board member of the Ann Arbor Film Festival.

**Ms. Christina Fleming**

Christina M. H. Fleming is a web developer and systems engineer with over 20 years of experience in the field. Ms. Fleming was elected to the Board of Trustees for a six-year term in November 2014 and reelected in November 2020. Her current term expires December 31, 2026. She served as Chair of the Board (2019 -2020), Vice Chair (2017-18) and Secretary (2015 - 16).

Ms. Fleming grew up in Frankenmuth, Michigan and is a graduate of Frankenmuth High School. She moved to Ann Arbor as a student of the University of Michigan and graduated with a dual-degree in Sociology and Classical Archaeology. In Sociology she earned two certificates of specialization: "Race, Class, Gender", and "International Social Inequality." After college Ms. Fleming entered the technology field as a Help Desk Technician earning several technical certifications until working her way up to Data Center Administrator.

Ms. Fleming currently owns a private consultation business Christina Fleming LLC. She has provided services for a variety of not-for-profit organizations assisting in launching web sites and social media.

Besides being a technology enthusiast, she is also an artist at heart enjoying oil painting, toll painting, ceramics and lapidary arts. Together with her mother she can sometimes be found at artisan shows such as the Midland Center for the Arts or Dexter Daze.

Ms. Fleming lives in Dexter, Michigan with her husband William and daughter Athena.

### **Ms. Ruth Hatcher**

Ms. Hatcher is a retired instructor who taught writing and literature for 30 years at Washtenaw Community College. She served as English/Writing Department Chair for several years. Other positions she held at the college include: director of the English/Writing Department Writing Center, interim Vice President of Instruction, interim Dean of Humanities and Social Science, assistant to the Dean of HSS assigned to write the first Assessment Report to The North Central Association. During her tenure she received several awards including: 1986 - Faculty Recognition Award from the Board of Trustees, 1989 - National Teaching Excellence Award from the University of Texas, 1991 - the first Morris Lawrence Award, 1995 - Administrative Group Special Service Award, 2000 - WCC Vision of Racial Equity Award, and 2004 - WCC Model Award for Motivating and Developing Leaders. She also held several appointed and elected positions in the Washtenaw Community College Education Association including President of the Association overseeing several faculty contracts. In 2014, she was elected to the Washtenaw Community College Board of Trustees for a six-year term beginning in January, 2015. She was re-elected in 2000 for a second six year term.

As a resident of Ann Arbor since 1971, Ruth has served on The Vestry of St. Andrew's Episcopal Church, The Ann Arbor Community Foundation, The Greenhills School Board, and the Board of the Shelter Association of Washtenaw County.

Ruth Hatcher grew up on the south side of Chicago attending both the University of Chicago Lab School and Hyde Park HS. She attended Earlham College, a Quaker school in Indiana where she earned a B.A. in English. Following her graduation, she worked at Earlham College as Head Resident of women's dormitories and Assistant Director of the Faculty Seminar in African American Studies. After moving with her husband to Ann Arbor, she earned a M.A. in English and completed course work in the Doctor of Arts program at the University of Michigan. It was in this program that her mentor, Dr. Richard Bailey ignited her passion for the community college. Ruth has been married to Chuck, a retired fishery biologist, for over 50 years. They have three grown children: Charles, Robert, and Corinne and three grandchildren.

## **Dr. Richard J. Landau**

Richard J. Landau is an attorney and the managing member of RJ Landau Partners PLLC in Ann Arbor, Michigan. Dr. Landau was first elected to the Board of Trustees in January 2001. He was re-elected in 2006, 2012 and 2018. His current term expires December 31, 2024. He has served as Board Chair from 2007-2008 and 2015-16.

Dr. Landau grew up in Ann Arbor and is a graduate of Ann Arbor Huron High School. Dr. Landau is the recipient of the following degrees: Bachelor of Arts degree from Brown University; Ph.D. in clinical psychology from the Stony Brook University; and J.D. from the Boston University School of Law. Dr. Landau practiced law with the firm of Dykema Gossett for 18 years where he was an equity member. In 2007 he formed his own firm which is located in the office building built by his father, Henry S. Landau, a former WCC trustee himself.

Dr. Landau is a trial lawyer who specializes in business litigation. He is also a licensed clinical psychologist. Throughout his career, Dr. Landau has also had an interest in the areas of mental health, addiction, disability rights and special education. Dr. Landau has been recognized in the list of Michigan "Super Lawyers" published by Law & Politics Media, Inc. for his work in business litigation. He has been recognized as one of the "Best Lawyers in America" published by US News and World Reports. He is married to Kristen Landau, also an attorney and the co-founder of the RJ Landau Partners law firm.

## **Ms. Diana McKnight-Morton**

Ms. McKnight-Morton was first elected to the Board of Trustees for a six-year term in November 1994, and re-elected for subsequent terms in November 2000, November 2006, November 2012 and again in November 2018. Her current term expires December 31, 2024. She served as Secretary of the Board (1997-99), Vice Chair (2003-04, 2011-12, 2015-16) and Chair (2005-06, 2017-18).

Recently, Trustee McKnight-Morton was appointed by her peers to serve on the Board of the Southeast Michigan Council of Governments (SEMCOG), the regional organization in Southeast Michigan which supports local planning through its technical, data, and intergovernmental resources. Most recently she was appointed to be the Vice Chair on Education Bloc for SEMCOG; serves on the Board of Directors, the Executive Board and Transportation Alternative Planning and Harvard selection committees. Nationally, at the Association of Community College Trustees she has served as member of the Diversity Community. Currently she serves on the State Legislative Committee and Board of Directors at the Michigan Community College Association.

Born and raised in Ann Arbor, Ms. McKnight-Morton has been active in the community for many years. She is the founder and past president of Ann Arbor Community Development Corporation and has been affiliated with the Washtenaw United Way by serving as co-chair

for Washtenaw County Labor Union committee for the past ten years. She has received numerous volunteer service awards.

Ms. McKnight-Morton has taught in the Ypsilanti Public School Adult Education program. She also was Assistant Division Services Manager at the Washtenaw County Employment Training and Community Services.

Ms. McKnight-Morton received a Bachelor of Science degree in education at University of Michigan and a Master of Arts in guidance and counseling at Eastern Michigan University. She currently possesses a Professional Counselors License and a Michigan Provisional Teaching Certificate.

### **Mr. William G. Milliken, Jr.**

Bill Milliken was elected a Washtenaw Community College trustee in 2016. He is president of Milliken Realty Co., an Ann Arbor commercial real estate brokerage firm which he founded in 1996.

He sits on the executive committee of the National Association of Realtors and was nominated for the Association's Distinguished Service Award (DSA). Bill was 2019 chair of NAR's Commercial Committee. Previously he was an NAR Regional Vice-President for Region 6.

He served as the 100th president of the 30,000 member Michigan Realtors in 2013. Bill launched real his estate career in Ann Arbor in 1987. Previously, he worked in Washington, D.C. for NASA and the U.S. Dept. of Justice.

Bill is a director of the CCIM Foundation, chair of CCIM's International Activities Committee and served three terms on the board of the CCIM Institute; he has done trade missions to Taipei (2015) and Mexico (2016) and was a delegate on CCIM's trade mission to China in 2006. He was named REALTORS®-of-the-Year by the Michigan Commercial Board of REALTORS®, and Ann Arbor Area Board of Realtors, respectively.

Gov. Gretchen Whitmer appointed Bill to a 6-year term on the Mackinac Bridge Authority last year. He is a board member of New Detroit; and Groundwork Center. He served as president of the Commercial Board of REALTORS®; a director of Republic Bancorp, and; board chair of the Ann Arbor Chamber of Commerce. He is a licensed private pilot and has visited all 50 states.

**WASHTENAW COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**2021 – 2022**

<u>Member</u>	<u>Office</u>	<u>Term Expires</u>
Angela Davis ..... 2073 Garden Circle Ann Arbor, MI 48103	Trustee.....	December 31, 2022
David DeVarti..... 1231 Baldwin Avenue Ann Arbor, MI 48104	Trustee.....	December 31, 2026
Christina Fleming..... 7208 Ulrich Street Dexter MI 48130	Trustee.....	December 31, 2026
Ruth Hatcher ..... 4391 Deco Court Ann Arbor, MI 48105	Trustee.....	December 31, 2026
Dr. Richard J. Landau..... 4800 Hickory Hill Ann Arbor, MI 48105	Trustee.....	December 31, 2024
Diana McKnight-Morton..... 2073 Garden Circle Ann Arbor, MI 48103	Trustee.....	December 31, 2024
William Milliken, Jr..... 100 Huronview Boulevard Ann Arbor, MI 48103	Trustee.....	December 31, 2022

**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  
January 26, 2021

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**RECOMMENDATION**

That the Board of Trustees approve the minutes of the December 15, 2020 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, DECEMBER 15, 2020**

**CALL TO ORDER**

The Monthly Meeting of the WCC Board of Trustees was called to order by Chair Christina Fleming on December 15, 2020 at 6:06 p.m. virtually per [Public Act 228 of 2020](#) signed into law 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

**Approval of Agenda (Action)**

It was moved by Trustee Hatcher and seconded by Secretary DeVarti that the Board approve the agenda for the December 15<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, 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 Treasurer Davis that the Board approve the minutes of the November 17<sup>th</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, 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 WCCEA President congratulated Mr. Bruce Hackman on his retirement after 22years of service. She also stated that WCCEAS is committed to working through issues with the administration. Lastly, she offered well wishes for the Board, President Bellanca and the WCC community in 2021!

Public Comments

There were no public comments received.

Written Communications

There were no written communications 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**

Entrepreneurship Center 2020 Update: Campus and Community Business Support

Ms. Kristin Gapske, Entrepreneurship Director briefed the Board on the services the WCC Entrepreneurship Center provides to the community, faculty and students. She also highlighted the services that are provided to local business in partnership with Ann Arbor SPARK.

**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 (November 2020) (Action)**

It was moved by Trustee McKnight-Morton and seconded by Trustee Hatcher that the Board 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 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 a contract for the ML renovation project will come before the Board in February. He also notified the Board that the HVAC analysis of the SC building had begun and anticipates a recommendation to the Board in late spring. Lastly, he mentioned the elevator project has begun.

**REMARKS**

Remarks from Members of the Board of Trustees

Trustee Hatcher suggested a commission to study the past year focusing on what can be done better in the future. Lastly, she mentioned the English departments book Origins was online.

Trustee McKnight-Morton inquired about if WCC will be a vaccination site. Lastly, she shared an interaction with a current employee.

Chair Fleming reminded everyone to stay the course, stay home and stay safe.

**SPECIAL REPORTS**

Entrepreneurship  
Center 2020 Update:  
Campus and  
Community Business  
Support

**REPORTS**

**Personnel  
Recommendations  
(Action)**

**Financial Reports  
(November 2020)  
(Action)**

Facilities Development  
Report

**REMARKS**

Remarks from  
Members of the Board  
of Trustees

President's Remarks

President Bellanca thanked Trustee Hatcher for the suggestion of a commission. She expressed thanks to faculty and staff for managing through the year. She informed the Board that WCC was ranked 5<sup>th</sup> in country for online learning.

**OLD BUSINESS**

**Network Infrastructure Upgrade Contract (Action)**

It was moved by Vice Chair Milliken and seconded by Secretary DeVarti that the Board approve a contract to purchase Network Infrastructure Equipment from CDW for an amount not to exceed \$1,175,000.

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.

**Examity® Learning Validation and Remote Proctoring Contract (Action)**

It was moved by Treasurer Davis and seconded by Trustee Hatcher that the Board 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 the CARES Act.

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.

**2020 Emeritus Staff Status Recipients (Action)**

It was moved by Trustee Hatcher and seconded by Secretary DeVarti that the Board grant the retirees Emeritus Staff Status as stated in Board Policy #5045, Policy on Emeritus Staff 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.

**NEW BUSINESS**

Adobe Contract Renewal

Mr. Todd Krueger, CIO provided the Board with an overview on the usage of Adobe across the college and why the contract renewal is needed.

TI Building Window Replacement Contract

Mr. William Johnson, Executive Vice President and Chief Financial Officer explained to the Board the need for the window replacements in the TI Building.

President's Remarks

**OLD BUSINESS**

**Network Infrastructure Upgrade Contract (Action)**

**Examity® Learning Validation and Remote Proctoring Contract (Action)**

**2020 Emeritus Staff Status Recipients (Action)**

**NEW BUSINESS**

Adobe Contract Renewal

TI Building Window Replacement Contract

GL Building Roof Restoration Contract

Mr. William Johnson, Executive Vice President and Chief Financial Officer described to the Board the current state of the GL Building roof and why the restoration is needed.

**Review of FY 21 Audit (Action)**

It was moved by Trustee Hatcher and seconded by Secretary DeVarti that the Board receive the fiscal year 20 Audit Report 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.

**Adjournment of Monthly Meeting (Action)**

It was moved by Trustee McKnight-Morton and seconded by Secretary DeVarti that the Board move to adjourn the 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. The meeting was adjourned at 7:56 pm.

Respectfully submitted,

David DeVarti

Secretary

Christina Fleming

Chair

GL Building Roof  
Restoration Contract

**Review of FY 21 Audit  
(Action)**

**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  
Personnel Recommendations

Date  
January 26, 2021

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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  
January 2021

**Instruction**

**Part-Time New Hires**

*Professional Faculty*

**Justin Power**, Humanities, Languages, & the Arts, \$906 per course contact hour

**Maxwell Preissner**, Humanities, Languages, & the Arts, \$906 per course contact hour

**Samaha Wisal**, Humanities, Languages, & the Arts, \$906 per course contact hour

**Samantha Clifford**, Social Sciences, \$906 per course contact hour

**Karen Korn**, Social Sciences, \$906 per course contact hour

**Susan Gavell**, English & College Readiness, \$906 per course contact hour

**Raul Barrea**, Physical Sciences, \$906 per course contact hour

**Tiffany Fields**, Physical Sciences, \$906 per course contact hour

**Daniel Hale**, Physical Sciences, \$906 per course contact hour

**Heather Hill**, Physical Sciences, \$906 per course contact hour

**Sanjay Karna**, Physical Sciences, \$906 per course contact hour

**James McDonald**, Physical Sciences, \$906 per course contact hour

**Stephen Mulware**, Physical Sciences, \$906 per course contact hour

**Eric Tangumonkem**, Physical Sciences, \$906 per course contact hour

**Mitchell VanOchten**, Physical Sciences, \$906 per course contact hour

**Paul Oeser**, Mathematics & Engineering Studies, \$906 per course contact hour

**Kaitlin Achter**, Nursing, \$906 per course contact hour

**Brooke Eisele**, Nursing, \$906 per course contact hour

**Rebecca Lane**, Nursing, \$906 per course contact hour

**Kristy Shepherd**, Nursing, \$906 per course contact hour

**Brandon Gutowski**, Digital Media Arts, \$906 per course contact hour

*Support Staff*

**Kevin Smith**, Support Staff, \$13.10 hourly

**Timothy Johnson**, Support Staff, \$13.10 hourly

**Full-Time New Hires**

**Eric Reed**, Dean of Student Access, Success, Equity and Inclusion, \$97,844 annual

Replacement

**Student & Academic Services**

**Part-Time New Hires**

*Support Staff*

**Ahmed Al-Mohammad**, Security Dispatcher, \$14.94 hourly

**Full-Time New Hires**

**Ciceley Lawson**, Campus Resource Officer, \$28.60 hourly

Replacement

**Facilities Management**

No Report

**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

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Subject  
Financial Reports - December 2020

Date  
January 26, 2021

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**RECOMMENDATION**

That the Board of Trustees receive the Financial Reports for December 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

December 2020

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

## Revenue

As of December 31, 2020, Total Revenues were \$79.3 million; Total Expenditures and Operating Transfers were \$50.9 million. Revenues in total are behind the expected budget for the first quarter by approximately \$3.2 million.

Winter Tuition revenue of \$8.7 million is below year-to-date expected budgeted revenue of \$9.7 million as of the end of December. Through the first two weeks of the semester, Winter enrollment and credit hours are down by 5.8% and 3.6%, respectively. Similar to Fall semester, 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 Winter 2021. As a result, Student Fees were approximately \$1.3 million below budget.

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 \$46.6 million through December, which represents 79 percent of the total budgeted revenue from property taxes. This is slightly ahead of the expected collections through the first six 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 December 31, 2020, represent 44 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$4.1 million less than what was expected through the first six 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 \$1.8 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 4,500 members have either cancelled or bridged their membership. As a result, net revenue transfers to the College have been eliminated for the first 6 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 December 31, 2020

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>REVENUES</b>				
Tuition Fall	11,030,166	11,030,166	9,846,009	(1,184,158)
Tuition Winter	10,426,878	9,696,997	8,663,013	(1,033,984)
Tuition Spring	4,859,945	1,749,580	1,738,133	(11,448)
Student Fees	4,566,000	3,688,815	2,390,616	(1,298,199)
Total Tuition and Fees	<u>30,882,989</u>	<u>26,165,558</u>	<u>22,637,770</u>	<u>(3,527,787)</u>
Local Property Taxes	58,880,204	46,545,804	46,626,581	80,777
State Appropriations	14,045,232	7,087,616	7,765,123	677,507
Trade Partnerships	2,658,931	1,063,101	1,155,684	92,583
Investment Income	600,000	285,371	250,194	(35,177)
Other	1,930,845	894,243	682,445	(211,798)
Auxiliary Activities	786,850	455,688	148,063	(307,625)
<b>Total Revenue</b>	<b>109,785,051</b>	<b>82,497,379</b>	<b>79,265,859</b>	<b>(3,231,520)</b>
<b>EXPENDITURES</b>				
Humanities & Social Sciences	11,997,305	5,936,847	5,683,293	253,554
Math, Science & Engineering Technologies	9,669,245	4,654,558	4,537,847	116,711
Health Sciences	6,415,321	3,098,038	2,606,013	492,026
Business & Computer Technologies	7,680,113	3,731,897	3,389,318	342,579
Advanced Technologies & Public Service Careers	7,599,237	3,729,557	3,265,219	464,338
Continuing Education	733,054	288,832	148,677	140,155
Distance Learning	1,998,229	973,321	954,640	18,681
Instructional Support	14,893,587	7,112,884	6,082,156	1,030,728
Total Instruction	<u>60,986,091</u>	<u>29,525,934</u>	<u>26,667,161</u>	<u>2,858,772</u>
Student Services	9,356,408	4,441,112	3,571,940	869,171
Scholarships	1,908,235	723,789	624,701	99,088
Executive Management	2,144,333	1,027,482	885,469	142,013
General Admin - Institutional Services	4,327,790	2,019,681	3,393,288	(1,373,608)
MIS/Computer Services	8,575,210	4,657,516	4,570,480	87,036
Public Relations Development	3,020,239	1,496,274	1,298,643	197,630
Community Services	1,863,923	841,523	624,561	216,962
Physical Plant Operations	10,771,891	5,168,770	4,283,672	885,099
Utilities	2,089,700	934,963	929,160	5,803
Equipment	1,519,356	364,321	302,261	62,060
Total Non-Instruction	<u>45,577,085</u>	<u>21,675,431</u>	<u>20,484,176</u>	<u>1,191,255</u>
<b>Total Expenditures</b>	<b>106,563,176</b>	<b>51,201,364</b>	<b>47,151,337</b>	<b>4,050,027</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)	(725,000)	-	(725,000)
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>3,005,675</b>	<b>3,730,675</b>	<b>(725,000)</b>
<b>Total Expenditures and Operating Transfers</b>	<b>109,785,051</b>	<b>54,207,039</b>	<b>50,882,012</b>	<b>3,325,027</b>
<b>Operating Revenue Over Expenditures &amp; Transfers</b>	<b>-</b>	<b>28,290,340</b>	<b>28,383,847</b>	<b>93,507</b>
<b>OTHER NON-OPERATING ACTIVITY</b>				
Transfer to Unexpended Plant - Budgeted	-	-	-	-
Transfer to Unexpended Plant - Unbudgeted	-	-	-	-
Unrealized Gain/(Loss) on Investment	-	-	128,050	128,050
<b>Total Revenue over Expenditures &amp; Transfers</b>	<b>-</b>	<b>28,290,340</b>	<b>28,511,897</b>	<b>221,556</b>

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

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		17,967		17,967
<b>Total Revenues</b>	<b>\$ 10,571,927</b>	<b>10,589,894</b>	<b>-</b>	<b>17,967</b>
<b>Construction/Repair Projects</b>				
<b>Storage Receiving Building</b>				
<b>Renovations:</b>				
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>				
Classroom & Lab access Control	570,802	570,742	-	60
CC - STEP Equipment	7,627,434	7,504,061	-	123,373
Campus Security System Upgrades	318,691	317,723	-	968
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>\$ 145,068</b>		

**Washtenaw Community College  
Deferred Maintenance Fund  
December 31, 2020**

**Since inception of fund:**

General Fund Transfers	21,300,000
Completed projects	(18,363,282)
Projects in process	(2,577,418)
Uncommitted Fund Balance	<b>359,300</b>

**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
GM Library Lighting Replacement	67,633
Campus Wide Parking Lot Repairs	183,344
Campus Wide Concrete Repairs	84,210
Men' Hot Tub Replacement	175,000
HFC Pool Resurfacing	95,449
FE West Brick & Tuck Pointing Rprs	64,427
EC Chiller Maintenance Overhaul	181,098
<b>Total of FY21 completed projects &lt; \$50,000 each</b>	<b>200,857</b>

<b>Total Completed</b>	<b>18,363,282</b>
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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	25,000
Campus Lighting Upgrades	120,000
Campus HVAC Repairs	145,000
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	116,331
* ML Gun Range Roof Replacement	100,000
OE HVAC Replacements	255,000
* GL Roof Restoration	180,000
PS Handrail Replacement	50,000
* SC - Mechanical Design	310,000

Total of other projects < \$50,000 each	300,000
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<b>Total in Process</b>	<b>2,577,418</b>
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\* Scheduled; no financial activity as of report date

**Projects anticipated to begin in FY 21**

Expected Budget

DM Emergent Requirements	200,000
Boiler Valves and Controllers	95,000
Total of other projects < \$50,000 each	50,000

<b>Total Pending</b>	<b>345,000</b>
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**WCC Active Portfolio  
Portfolio Management  
Portfolio Summary  
December 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	2,103,580.00	2,000,489.30	8.54%	2,317	839	2.282	2.314
Treasury Discounts -Amortizing	4,500,000.00	4,499,959.00	4,499,865.20	19.22%	122	12	0.091	0.092
State of Michigan Bonds	5,000,000.00	5,115,260.00	5,013,880.46	21.41%	2,216	1221	2.210	2.240
Municipal Bonds	11,840,000.00	12,611,922.80	11,904,322.82	50.83%	2,617	1381	2.507	2.542
	<b>23,340,000.00</b>	<b>24,330,721.80</b>	<b>23,418,557.78</b>	<b>100.00%</b>	<b>2,026</b>	<b>1,038</b>	<b>1.960</b>	<b>1.987</b>

**Investments**

<b>Total Earnings</b>	<b>Month Ending 12/31/20</b>	<b>Fiscal Year 2020 - 2021 To Date</b>	<b>Month Ending 12/31/19</b>	<b>Fiscal Year 2019 - 2020 To Date</b>
Current Year	38,367.92	237,383.32	53,570.07	313,873.21
Average Monthly Balance - Long Term Invested Balance		26,420,838.51		26,329,870.78
Effective Rate of Return - Long Term Invested Balance		1.80%		2.38%

	<b>6 Month</b>	<b>1 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>20 Year</b>
Treasury Yield Curve 11/30/2020	0.09%	0.10%	0.36%	0.93%	1.45%

Reporting period 12/01/2020-12/31/2020

**Washtenaw Community College**  
*Office of Facilities Management*

## FACILITIES DEVELOPMENT REPORT

### Capital Projects Update

Morris Lawrence Renovation Project

- Continue with design/Field Investigation
- Prequalification Selection Completed for General Contractor.
- Final Bid Documents being assembled.
- Construction December 2021 – June 2022

Student Center HVAC Renovation Project

- Design contract awarded.
- Continue with design/Field Investigation

### Deferred Maintenance Project Update

1	EC Boiler Flow Valves <i>FY21 \$90,000 – Main flow valves replacement</i>	Deferred until summer 2021
2	FEB Lighting Replacement <i>FY21 – all lighting, egress and exit</i>	Complete
3	Parking Lot Lighting Repairs <i>FY21- ph1 \$80,000 – Replace lights with new LED fixtures</i>	Design in Process
4	Campus Wide Lighting upgrades (2% plan) <i>FY21 \$90,000 – Replace fluorescent lighting fixtures</i>	Ongoing
5	EC Tunnel Water Proofing repairs <i>FY21 \$70,000 – Utility tunnel is leaking ground water</i>	Phase 1 Complete
6	BE – Entry Door Replacement <i>FY21 \$125,000 – Replace all doors &amp; closers</i>	Deferred until Spring 2021
7	FEB Rpr Tuck Pointing on West Brick <i>FY21 \$90,000 – Repair mortar joins and replace brick</i>	Complete
8	HFC Replace Natatorium Lighting <i>FY21 \$75,000 – Outdated lighting, no replacement – new LED</i>	Complete
9	Campus Wide Concrete Repairs and Replacement <i>FY21 \$90,000 – Replace failing concrete sidewalks.</i>	Complete
10	Campus – primary heat loop filtration <i>FY21 \$25,000 – install side stream filtration on heat loops</i>	Construction in progress
11	SRB Dock 1 & 2 Loading Dock Replacement <i>FY20 \$70,000 – Replace failing dock levelers</i>	Complete
12	Campus Wide Roof Replacement / Repairs <i>FY21 \$90,000 – Replace / Repair identified areas from IR study</i>	Award in progress

13	Campus Wide HVAC Repairs due to Recommissioning <i>FY20/21 \$145,000 – Replace failed components identified by Siemens</i>	Ongoing
14	Campus wide egress / exit lighting replacement <i>FY21 \$50,000 battery operated change to LED</i>	Ongoing
15	L.A. Fire Alarm Panel Upgrades <i>FY21 \$80,000 / replace outdated fire control panels</i>	Complete
16	MLB Retention Pond Dredge & Treatment <i>FY21 \$205,000 – drainage issues</i>	Complete. Restoration work in Spring 2021.
17	SRB Repair steps next to truck dock <i>FY21 \$20,000 – Replace cracking and sinking steps</i>	Complete
18	Campus Wide Roof Fall protection Study <i>FY21 \$30,000 –</i>	Material on order
19	HFC Coil Replacement <i>FY21 \$20,000 Replace damage heating coil</i>	Complete
20	MLB – Brick repairs to entry ways of MLB building <i>FY21 \$20,000 – Replace loose or missing bricks</i>	Complete
21	PS Safety Stair Rail Replacement <i>FY21 \$40,000 – Replace failing rails</i>	Complete
22	OE HVAC upgrades <i>FY21 \$250,000 Replace HVAC units in auto lab</i>	Design in progress
23	EC Tunnel Lighting <i>FY21 \$30,000 Replace light fixtures with LED</i>	Bidding Project
24	Campus Transformer Replacement <i>FY21 \$40,000 Replace transformers in lot 7 and DM flowers blding</i>	Design in progress
25	GL Sewage lift Station Pump Replacement <i>FY21 \$30,000 Replace Pumps</i>	Equipment on order.

## 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
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 \$255,000 – update controls from outdated pneumatic</i>	Complete
5	TI Window Replacement – south / east side of building <i>FY21-22 \$725,000 – Replace windows and repair walls</i>	Award in progress
6	Campus wide lock updates <i>FY21 \$20,000 – Replace outdated locks to standardize locks</i>	Design phase

# TAB H

7	ML chiller repairs <i>FY21 \$20,000 – Repair controls and compressor</i>	Complete
8	SC Bird netting install <i>FY21 \$20,000 – Install bird netting various areas of SC building</i>	Design in process
9	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

- Duke Roofing Co.; Bid 6307 Campus Roof Repairs; \$92,200
- Huron Valley Electric; Bid 6319 Lighting Conversion Services; \$36,552
- Monroe Plumbing & Heating Co.; RFP 6313 GLRTC Sewer Lift Station Upgrade; \$22,900



**Board of Trustees**  
 Washtenaw Community College

<b>ACTION</b>
---------------

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

Subject  
 Adobe Software Enterprise License Contract Renewal

Date  
 January 26, 2021

**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**

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Prepared by: Todd Kreuger

Title: CIO

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

Rose B. Bellanca, President

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**Board of Trustees**  
Washtenaw Community College

**ACTION**

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

---

<b>Subject</b>	<b>Date</b>
Technical and Industrial Building Window Replacement Contract	January 26, 2021

---

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

---

**Board of Trustees**  
Washtenaw Community College

**ACTION**

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

Subject  
Great Lakes Roof Restoration Project

Date  
January 26, 2021

**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

**DISCUSSION**

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

Subject  
Telephone and Fiber Services Contract

Date  
January 26, 2021

**BACKGROUND**

The rapidly evolving Higher Ed Landscape requires reliable internet connectivity and phone services that are stable, robust, and nimble. The “Complete online campus experience” strategic priority further illuminates the need to ensure WCC’s phone connectivity is reliable as students are unable to drop by to speak with someone in person.

With the expiration of our telephone connectivity and student fiber internet connectivity contracts, we went out to bid for the following services listed below with the goal of replacing expired contracts as well to get better pricing for both services:

- Student fiber internet service – 1 Gigabit.
- 4 Primary Rate Interface (PRI) phone service

In addition, we need more reliable phone service and flexibility on the bandwidth should the need for additional bandwidth be required.

After review of the bids, 123.NET was selected as the best qualified vendor – they also offered the best price.

Based on a 3-year contract, costs, savings, and benefits are as follows:

- Student fiber internet service
  - 1 Gigabit total = \$43,200. This equates to 65% (\$26,400 annual) savings compared to our current 1 Gigabit connection.
  - 2 Gigabit total = \$79,200. This equates to 35% (\$14,400 annual) savings compared to our current 1 Gigabit connection.
- Phone service = \$48,227.04. This equates to 45% (\$12,732 annual) savings compared to our current phone service contract. The phone service will utilize technology that will provide greater reliability.

Based on current usage, we recommend 1 Gigabit initially with the ability to increase the bandwidth to 2 Gigabit or beyond during the life of the contract if required based on usage. The college recommends that a three-year contract for Telephone and Fiber Services be awarded to 123.NET for an amount not to exceed \$130,000. This contract will be covered by ITS budgeted resources.

**RECOMMENDATION**

That the Board of Trustees approve a contract to purchase Telephone and Fiber Services from 123.NET for an amount not to exceed \$130,000.

**A ROLL CALL VOTE WILL BE TAKEN**

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