



Office of the President

**APRIL 27, 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 April 27, 2021. This meeting will be held in the Towsley Auditorium at the Morris Lawrence Building.

The monthly April 27<sup>th</sup> Washtenaw Community College Board of Trustees meeting that would normally be held in the Morris Lawrence Building's Room 150 will instead be held in the Morris Lawrence Building's Towsley Auditorium (across the hall from Room 150). The Room change is in response to COVID-19 related health and safety issues and will provide for a safer setting for those in attendance. Appropriate distancing will be enforced, and masks will be required.

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  
MONTHLY MEETING OF THE BOARD OF TRUSTEES  
6:00 P.M. – APRIL 27, 2021  
TOWSLEY AUDITORIUM – MORRIS LAWRENCE BUILDING**

- 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. Free College Week Update
- V. REPORTS**
  - A. Monthly Reports
    - 1. Personnel Recommendations **(Action)**.....Tab B
    - 2. Financial Reports (March 2021) **(Action)**.....Tab C
    - 3. Facilities Development Report .....Tab D
- VI. REMARKS**
  - A. Remarks of Members of Board of Trustees
  - B. President’s Remarks
- VII. OLD BUSINESS**
  - A. Action
    - 1. Target X Customer Relationship Management System (CRM) Contract Renewal **(Action)**.....Tab E
    - 2. Resolution to Utilize the Maximum Allowable 2020 -21 Valorem Tax Rate **(Action)** .....Tab F
    - 3. Morris Lawrence Building Renovation Capital Project **(Action)** .....Tab G
    - 4. 2021 – 22 Tuition and Fee Rate for Credit Classes **(Action)** .....Tab H
- VIII. NEW BUSINESS**
  - A. Discussion
    - 1. Explorance /Blue Experience Management Platform Contract.....Tab I
    - 2. Award of Dining Services Contract.....Tab J
    - 3. DTE MiGreen Power Contract.....Tab K
  - B. Action
    - 1. Approval of 2020-21 Candidates for Graduation **(Action)**.....Tab L
- IX. ADJOURNMENT OF MONTHLY MEETING AND OPEN THE PUBLIC HEARING (Action)**
- X. PUBLIC HEARING REGARDING THE 2021-2022 BUDGET**
  - A. Discussion
    - 1. Review of the Proposed 2021-22 Budget.....Tab M
    - 2. Resolution to Approve the 2021-22 Tax Levy Rate for General Operations.....Tab N
- XI. ADJOURNMENT OF PUBLIC HEARING (Action)**

**Board of Trustees**  
Washtenaw Community College

**ACTION**

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

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Subject  
Approval of Minutes

Date  
April 27, 2021


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**RECOMMENDATION**

That the Board of Trustees approve the minutes of the March 30<sup>th</sup> Monthly Meeting and the April 6<sup>th</sup> Retreat as submitted.

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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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**MINUTES**  
**WASHTENAW COMMUNITY COLLEGE**  
**MONTHLY MEETING OF THE BOARD OF TRUSTEES**  
**TUESDAY, MARCH 30, 2021**

**CALL TO ORDER**

The Monthly Meeting of the Board of Trustees of Washtenaw Community College was called to order by Chair William G. Milliken, Jr. on March 30, 2021 at 6:05 p.m. This meeting was held electronically due to [SB 1246](#) signed into law on December 22, 2020.

**Present:** Chair William G. Milliken, Jr, Vice Chair Angela Davis, Treasurer David DeVarti (*arrived at 6:07 pm*), Trustee Christina Fleming, Trustee Richard J. Landau and Trustee Diana McKnight-Morton

**Absent:** Secretary Ruth Hatcher

**Approval of Agenda (Action)**

It was moved by Trustee McKnight-Morton and seconded by Vice Chair Davis that the Board approve the agenda for the March 30<sup>th</sup> Monthly Meeting.

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

**Approval of Minutes (Action)**

It was moved by Trustee Landau and seconded by Treasurer DeVarti that the Board approve the minutes of the February 23<sup>rd</sup> Monthly meeting.

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

**CITIZEN PARTICIPATION**

**WCC Education Association**

Ms. Julie Kissel, English and College Readiness faculty member and WCCEA President stated that the WCCEA continues to work proactively with administration in planning for Fall 21 while fielding concerns of its members. Lastly, she mentioned she was pleased to say that 8 full time faculty will be hired for the fall.

**Public Comments**

There were no public comments received.

**Written Communications**

There was one written communication received.

**Call to order**

**Approval of Agenda (Action)**

**Approval of Minutes (Action)**

**CITIZEN PARTICIPATION**

**WCC Education Association**  
**WCC Education Association**

**Public Comments**

**Written Communications**

## **SPECIAL REPORTS**

### Graphic Design, Illustration and Letterpress Printing – Ingrid Ankerson

Ms. Ingrid Ankerson, Digital Media Arts faculty member, presented to the Board the outcomes of her Fall 2020 sabbatical. Lastly, she will shared her journey and how the sabbatical has impacted her teaching.

## **REPORTS**

### Personnel Recommendations (Action)

It was moved by Vice Chair Davis and seconded by Treasurer DeVarti that the Board approve the personnel recommendations as submitted.

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

### Financial Reports (February 2021) (Action)

It was moved by Trustee McKnight-Morton and seconded by Treasurer DeVarti that the Board receive the Financial Reports for February 2021 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

A roll call vote was taken: Chair Milliken; yes, Vice Chair Davis; yes, Treasurer DeVarti; yes, Trustee Fleming; 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 bid process has concluded for ML. He also mentioned the Student Center project is on schedule. Lastly, he stated that the TI window replacement project lends for the chance to refresh the building spaces.

## **REMARKS**

### Remarks from Members of the Board of Trustees

Trustee McKnight-Morton gave Trustees highlights from the ACCT Governance Leadership Institute virtual conference she is attending.

Chair Milliken mentioned that he had accompanied President Bellanca when she testified in front of the Appropriations Subcommittee and she did an impressive job.

### President's Remarks

President Bellanca declined to give any comments due to audio issues.

## **SPECIAL REPORTS**

### Graphic Design, Illustration and Letterpress Printing – Ingrid Ankerson

## **REPORTS**

### Personnel Recommendations (Action)

### Financial Reports (February 2021) (Action)

### Facilities Development Report

## **REMARKS**

### Remarks from Members of the Board of Trustees

### President's Remarks

## **OLD BUSINESS**

### **Single Mode Fiber Installation Contract (Action)**

It was moved by Treasurer DeVarti and seconded by Trustee Landau that the Board approve a contract for Single Mode Fiber Installation from Challenger Technologies for an amount not to exceed \$220,000.

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

### **Campus Wide Access Control System Upgrade Project (Action)**

It was moved by Trustee Landau and seconded by Treasurer DeVarti that the Board of Trustees approve a contract with Johnson Controls Inc. for the Campus Wide Access Control System Upgrade Project in an amount not to exceed \$409,708.80.

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

### **Appointment of External Audit Firm (Action)**

It was moved by Vice Chair Davis and seconded by Trustee Landau that the Board appoint the firm of Andrews, Hooper, Pavlik PLC, as the College external auditors for the three fiscal years ending June 30, 2021, 2022 and 2023.

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

### **Recommendation for New Programs 2021-22 (Action)**

It was moved by Trustee Landau and seconded by Treasurer DeVarti that the Board of Trustees approve the new programs for Fall 2021 as submitted.

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

### **Recommendation for Discontinuation of Programs 2021-22 (Action)**

It was moved by Trustee McKnight-Morton and seconded by Treasurer DeVarti that the Board approve the discontinuation of programs for Fall 2021 as submitted.

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

## **OLD BUSINESS**

### **Single Mode Fiber Installation Contract (Action)**

### **Campus Wide Access Control System Upgrade Project (Action)**

### **Appointment of External Audit Firm (Action)**

### **Recommendation for New Programs 2021-22 (Action)**

### **Recommendation for Discontinuation of Programs 2021-22 (Action)**

## **NEW BUSINESS**

### **Resolution to Recommend the Allowable 2021 -22 Valorem Tax Rate**

Mr. William Johnson, Executive Vice President and Chief Financial Officer explained to the Board that this motion would allow for the assumption of the maximum allowable rate for the 2021-22 tax levy for general operations.

### **Target X Customer Relationship Management System (CRM) Contract Renewal**

Dr. Kimberly Hurns, Executive Vice President of Instruction and Academic Affairs reminded the Board of highlights from last month's presentation and the need for Target X.

### **Revision to 2021 Schedule of Board Meetings (Action)**

It was moved by Vice Chair Davis and seconded by Treasurer DeVarti that the Board establish and hold its annual Spring Retreat on April 6, 2021 at 1:00pm.

A roll call vote was taken: Chair Milliken; yes, Vice Chair Davis; yes, Treasurer DeVarti; yes, Trustee Fleming; 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 Vice Chair Davis that the Board move to adjourn the Monthly Meeting. A roll call vote was taken: Chair Milliken; yes, Vice Chair Davis; yes, Treasurer DeVarti; yes, Trustee Fleming; yes, Trustee Landau; yes, and Trustee McKnight-Morton; yes. The motion was adopted. The meeting was adjourned at 7:09 pm.

Respectfully submitted,

Ruth Hatcher  
Secretary

William Milliken, Jr.  
Chair

## **NEW BUSINESS**

### **Resolution to Recommend the Allowable 2021 -22 Valorem Tax Rate**

### **Target X Customer Relationship Management System (CRM) Contract Renewal**

### **Revision to 2021 Schedule of Board Meetings (Action)**

### **Adjournment of Monthly Meeting (Action)**

**MINUTES**  
**WASHTENAW COMMUNITY COLLEGE**  
**ANNUAL RETREAT OF THE BOARD OF TRUSTEES**  
**TUESDAY, April 6, 2021**

**CALL TO ORDER**

The annual retreat of the WCC Board of Trustees was called to order by William G. Milliken, Jr. on April 6, 2021 at 1:04 p.m. virtually via zoom.

**Present:** Chair William G. Milliken, Jr., *located in Ann Arbor, Michigan*  
Vice Chair Angela Davis, *located in Ann Arbor, Michigan*  
Treasurer David DeVarti, *located in Chappaqua, New York*  
Secretary Ruth Hatcher, *located in Ann Arbor, Michigan*  
Trustee Christina Fleming *located in Dexter, Michigan*  
Trustee Richard J. Landau, *located in Ann Arbor, Michigan*  
Trustee Diana McKnight-Morton *located in Ann Arbor, Michigan*

**Approval of Agenda (Action)**

It was moved by Trustee McKnight-Morton and seconded by Trustee Landau that the Board approve the agenda for April 6<sup>th</sup> Annual Retreat.

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

**Public Comment**

There were no public comments.

**2021 Graduation Salute and Commencement Parade Celebration**

Ms. Linda Blakey, Executive Vice President of Student and Academic Services, gave the Board a brief explanation of the upcoming events.

**DISCUSSION TOPICS**

President Bellanca began the discussion by giving an overview of the upcoming discussion items.

Topics discussed during the retreat:

- Discussion on a Student Success Opportunity was led by Ms. Linda Blakey, Executive Vice President of Student and Academic Services.
- Discussion on the college's multiyear forecast, proposed tuition and fee rate and major capital projects was facilitated by Executive Vice President and Chief Financial Officer, Mr. William Johnson.

**April 6, 2021  
Annual Board  
Retreat**

**Approval of Agenda  
(Action)**

**Public Comment**

**2021 Graduation  
Salute and  
Commencement  
Parade  
Celebration**

**Discussion Topics**



**Adjournment of Annual Meeting (Action)**

It was moved by Treasurer DeVarti and seconded by Vice Chair Davis that the Board move to adjourn the Annual Retreat. A roll call vote was taken: Chair Milliken; yes, Vice Chair Davis; yes, Treasurer DeVarti; yes, Secretary Hatcher; yes, Trustee Fleming; yes, Trustee Landau; yes, and Trustee McKnight-Morton; yes. The motion was adopted. The meeting was adjourned at 3:25 pm.

Respectfully submitted,

Ruth Hatcher  
Secretary

William Milliken, Jr.  
Chair

**Adjournment of  
Annual Meeting  
(Action)**

**Board of Trustees**

Washtenaw Community College

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

**ACTION**

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Subject  
Personnel Recommendations

Date  
April 27, 2021

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**RECOMMENDATION**

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

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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

### April 2021

#### Instruction – Faculty & Administration

##### Part-Time New Hires

###### *Professional Faculty*

**Russell Bornschein**, Physical Sciences, \$906 per course contact hour

**Michael Donovan**, Culinary Arts & Hospitality Management, \$906 per course contact hour

**Kara Terreault-Triplett**, Culinary Arts & Hospitality Management, \$906 per course contact hour

###### *Classified Faculty*

**Kurtis Blumenauer**, Lab Assistant, \$20.38 hourly

**Alexander Clinthorne**, Lab Assistant, \$20.38 hourly

###### *Support Staff*

**Destin Wellman**, Transportation Technologies Support Staff, \$13.10 hourly

**Dylan Sellers-Stone**, Transportation Technologies Support Staff, \$13.10 hourly

**Austin Drake**, Transportation Technologies Support Staff, \$13.10 hourly

#### Student & Academic Services

##### Full-Time New Hires

**Ashley Starks**, Recruitment and Outreach Specialist, \$49,178 annual

Replacement

##### Part-Time New Hires

###### *Professional Faculty*

**Warifa Sobh**, Adult Transitions Career Pathways ESL Instructor, \$906 per course contact hour

###### *Independent Staff*

**Lauren Halter**, Temporary New Student Initiatives – Internship, \$18.23 hourly

**Patrick Ovaert**, Security Patrol Officer, \$14.94 hourly

##### Full-time Employment Ending

**Greta Fauri**, Student Advisor Children's Center with forty-four (44) years of service

**Phyllis Cole**, Childcare Professional with eighteen (18) years of service

#### Workforce & Community Development

##### Part-Time New Hires

###### *Professional Faculty*

**Ramona Talley**, Public Service Training, \$906 per course contact hour

**Kyle Gouwens**, Public Service Training, \$906 per course contact hour

**William Campbell**, Public Service Training, \$906 per course contact hour

## Facilities Management

### Full-Time New Hires

**Sara Podolak**, Custodian, \$19.65 hourly  
Replacement

## Marketing and Communication

### Full-Time New Hires

**Brittini Borrero**, Marketing Manager, \$61,003 annual

Replacement

**Fran LeFort**, Director Media Relations, \$81,500 annual

Replacement

### Full-time Employment Ending

**Tanika Craig**, Marketing Manager with two (2) years of service

**Diane Waterhouse**, Marketing Manager with seven (7) years of service

## Economic & College Development

No Report

## Human Resources

No Report

## Advancement

No Report

## Finance

No Report

## President

No Report

## Board of Trustees

Washtenaw Community College

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

**ACTION**

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Subject  
Financial Reports - March 2021

Date  
April 27, 2021

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## RECOMMENDATION

That the Board of Trustees receive the Financial Reports for March 2021 as follows: General Fund, Deferred Maintenance Fund, Capital Fund, and Combined Schedule of Investments-All Funds.

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

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

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# Financial Narrative

March 2021

The financial narrative discusses the financial operating performance of Washtenaw Community College for fiscal year 2020-21, the nine months ended March 31, 2021.

## Revenue

As of March 31, 2021, Total Revenues were \$98.5 million; Total Expenditures and Operating Transfers were \$75.6 million. Revenues in total are behind the expected budget for the first nine months by approximately \$3.0 million.

Winter Tuition revenue of \$9.6 million is below expected budgeted revenue of \$10.4 million. Through the end of March, Winter enrollment and credit hours are down by 5.6% and 3.1%, 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 has also impacted Contact Hour fees, as many Lab courses were either offered at reduced capacity or were not offered for Fall 2020, Winter 2021, or Spring/Summer 2021. As a result, for this academic year Student Fees were approximately \$1.4 million below budget. Registration opened mid-March for the Spring/Summer term, as well as the Fall term. Though registration activity is ongoing, initial enrollments for the Spring/Summer term are showing a positive trend and indicate that we may meet or slightly exceed 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.

Receipts for Local Government Taxes are \$57.0 million through March, which represents 97 percent of the total budgeted revenue from property taxes. This is slightly ahead of the expected collections through the first nine 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.

As noted on the accompanying Statement of Revenues and Expenditures, the Auxiliary Activities and Other sections of revenue are \$452,000 and \$456,000 under budget, respectively. 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 March 31, 2021, represent 67 percent of the budgeted expenditures for the fiscal year. Overall expenditures are approximately \$6.2 million less than what was expected through the first nine 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 \$2.5 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 nine months of operations.

**Washtenaw Community College**  
Revenues and Expenditures - General Fund  
Statement as of March 31, 2021

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
<b>REVENUES</b>				
Tuition Fall	11,030,166	11,030,166	9,854,066	(1,176,101)
Tuition Winter	10,426,878	10,426,878	9,573,012	(853,866)
Tuition Spring	4,859,945	3,936,555	4,058,504	121,949
Student Fees	4,566,000	4,351,520	2,945,187	(1,406,333)
Total Tuition and Fees	30,882,989	29,745,119	26,430,769	(3,314,350)
Local Property Taxes	58,880,204	56,948,608	57,048,528	99,920
State Appropriations	14,045,232	10,436,424	11,460,046	1,023,622
Trade Partnerships	2,658,931	1,726,036	1,925,720	199,684
Investment Income	600,000	447,119	370,934	(76,185)
Other	1,930,845	1,496,383	1,040,620	(455,763)
Auxiliary Activities	786,850	707,121	254,968	(452,154)
<b>Total Revenue</b>	<b>109,785,051</b>	<b>101,506,811</b>	<b>98,531,585</b>	<b>(2,975,226)</b>
<b>EXPENDITURES</b>				
Humanities & Social Sciences	11,955,967	8,804,047	8,374,051	429,995
Math, Science & Engineering Technologies	9,639,811	6,925,985	6,811,257	114,727
Health Sciences	6,426,040	4,757,895	4,215,262	542,633
Business & Computer Technologies	7,679,318	5,636,570	5,033,846	602,724
Advanced Technologies & Public Service Careers	7,595,887	5,556,948	4,894,134	662,813
Continuing Education	734,874	472,329	286,918	185,411
Distance Learning	2,007,452	1,406,194	1,373,422	32,772
Instructional Support	14,939,323	10,781,369	9,087,259	1,694,110
Total Instruction	60,978,672	44,341,336	40,076,150	4,265,186
Student Services	9,826,971	6,778,968	5,328,021	1,450,948
Scholarships	1,474,458	1,168,850	1,094,204	74,646
Executive Management	2,133,753	1,499,469	1,270,979	228,490
General Admin - Institutional Services	4,219,369	2,889,368	4,869,706	(1,980,338)
MIS/Computer Services	8,608,201	6,715,582	6,550,396	165,185
Public Relations Development	3,074,475	2,217,695	1,838,463	379,232
Community Services	1,863,625	1,289,557	931,835	357,723
Physical Plant Operations	10,774,596	7,942,138	7,032,323	909,815
Utilities	2,089,700	1,477,641	1,429,764	47,877
Equipment	1,519,356	840,830	533,942	306,888
Total Non-Instruction	45,584,504	32,820,099	30,879,634	1,940,465
<b>Total Expenditures</b>	<b>106,563,176</b>	<b>77,161,435</b>	<b>70,955,784</b>	<b>6,205,651</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	1,225,675	1,225,675	-
Health & Fitness Center	(1,450,000)	(1,087,500)	-	(1,087,500)
Deferred Maintenance	1,500,000	1,500,000	1,500,000	-
Furniture	200,000	200,000	200,000	-
<b>Total Operating Transfers</b>	<b>3,221,875</b>	<b>3,588,175</b>	<b>4,675,675</b>	<b>(1,087,500)</b>
<b>Total Expenditures and Operating Transfers</b>	<b>109,785,051</b>	<b>80,749,610</b>	<b>75,631,459</b>	<b>5,118,151</b>
<b>Operating Revenue Over Expenditures &amp; Transfers</b>	<b>-</b>	<b>20,757,202</b>	<b>22,900,127</b>	<b>2,142,925</b>
<b>OTHER NON-OPERATING ACTIVITY</b>				
Transfer to Unexpended Plant - Budgeted	-	-	-	-
Transfer to Unexpended Plant - Unbudgeted	-	-	-	-
Unrealized Gain/(Loss) on Investment	-	-	(137,446)	(137,446)
<b>Total Revenue over Expenditures &amp; Transfers</b>	<b>-</b>	<b>20,757,202</b>	<b>22,762,681</b>	<b>2,005,479</b>



**Capital Fund**  
**Project Summary**  
**March 31, 2021**

ORG	Project Category	Budget	Actuals	Commitment	Balance
<b>Revenues</b>					
	State Appropriation CC - STEP Equipment	4,516,749	4,516,749	-	0
	General Fund	6,055,178	6,055,178	-	0
	Misc. Revenue		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>					
70701	SRB Addition	1,830,000	1,828,220	-	1,780
	<b>Total Storage Receiving Building</b>	<b>\$ 1,830,000</b>	<b>\$ 1,828,220</b>	<b>\$ -</b>	<b>1,780</b>
<b>Campus Wide</b>					
<b>System Improvements:</b>					
70002	Classroom & Lab access Control	570,802	570,742	-	60
70003	CC - STEP Equipment	7,627,434	7,504,061	-	123,373
70005	Campus Security System Upgrades	318,691	317,723	-	968
70006	Classroom & Lab Access Control	225,000	224,080	-	920
	<b>Total Campus Wide</b>	<b>\$ 8,741,927</b>	<b>\$ 8,616,606</b>	<b>\$ -</b>	<b>125,321</b>
<b>Grand Total Construction/Repair Projects</b>					
		<b>\$ 10,571,927</b>	<b>\$ 10,444,827</b>	<b>\$ -</b>	<b>127,101</b>
<b>Revenue Over (Under) Expenditures</b>			<b>\$ 145,068</b>		

**Washtenaw Community College**  
**Deferred Maintenance Fund**  
**March 31, 2021**

**Since inception of fund:**

General Fund Transfers	21,300,000	
Completed projects	(18,608,877)	
Projects in process	(2,511,875)	
Uncommitted Fund Balance	<b>179,248</b>	14,248

**Completed Projects:**

**Final Cost**

Projects completed in prior years	15,919,165
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**Current year completed projects:**

EC Boiler Control & Valve Repl	60,016
EC RPLC Campus Cooling Twr	1,302,974
GM Fire Alarm Upgrade	85,083
GM Library Lighting Replacement	67,133
Campus Wide Parking Lot Repairs	183,344
Campus Wide Concrete Repairs	84,210
Men' Hot Tub Replacement	163,056
HFC Pool Resurfacing	95,449
FE West Brick & Tuck Pointing Rprs	64,427
EC Chiller Maintenance Overhaul	181,098
LA Fire Alarm Upgrade	116,331
<b>Total of FY21 completed projects &lt; \$50,000 each</b>	<b>286,591</b>

**Total Completed** **18,608,877**

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

**Allocated Budget**

ML Renovation	375,362
Campus Lighting Upgrades	120,000
Campus Primary Heat Filtration	50,000
Campus HVAC Repairs	137,857
ML Retention Pond Dredging	265,656
GM Garden Level Lighting Rplcmnt	85,000
Tunnel Waterproofing	30,000
Campus Wide LED Upgrades	90,000
Parking Lot 7 Lighting Replacement	80,000
Tunnel Lighting	50,000
* FY21 Campus Flooring Replacement	50,000
FE Lighting Replacement	110,000
ML Gun Range Roof Replacement	100,000
OE HVAC Replacements	255,000
GL Roof Restoration	180,000
SC - Mechanical Design	338,000
Restroom Renovation	70,000

Total of other projects < \$50,000 each 125,000

**Total in Process** **2,511,875**

\* Scheduled; no financial activity as of report date

**Projects anticipated to begin in FY 21**

**Expected Budget**

DM Emergent Requirements	140,000
Total of other projects < \$50,000 each	25,000

**Total Pending** **165,000**



**WCC Active Portfolio  
Portfolio Management  
Portfolio Summary  
March 31, 2021**

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	2,086,520.00	2,000,797.71	7.58%	2,317	749	2.282	2.314
Treasury Discounts -Amortizing	7,500,000.00	7,499,725.00	7,498,839.93	28.39%	170	88	0.064	0.065
State of Michigan Bonds	5,000,000.00	5,083,980.00	5,012,143.62	18.98%	2,216	1131	2.210	2.240
Municipal Bonds	11,840,000.00	12,388,453.50	11,900,229.94	45.06%	2,617	1291	2.507	2.542
	<b>26,340,000.00</b>	<b>27,058,678.50</b>	<b>26,412,011.20</b>	<b>100.00%</b>	<b>1,823</b>	<b>878</b>	<b>1.740</b>	<b>1.764</b>

**Investments**

Total Earnings	Month Ending 3/31/21	Fiscal Year 2020 - 2021 To Date	Month Ending 3/31/20	Fiscal Year 2019 - 2020 To Date
Current Year	38,327.32	352,350.14	48,408.91	472,437.02
Average Monthly Balance - Long Term Invested Balance		26,418,623.70		26,356,899.52
Effective Rate of Return - Long Term Invested Balance		1.78%		2.39%

	6 Month	1 Year	5 Year	10 Year	20 Year
Treasury Yield Curve 3/31/2021	0.05%	0.07%	0.92%	1.74%	2.31%

Reporting period 03/01/2021-03/31/2021

## Washtenaw Community College

Office of Facilities Management

### FACILITIES DEVELOPMENT REPORT APRIL 2021

#### Capital Projects Update

##### Morris Lawrence Renovation Project

- Bid award under Board Review – Recommend for Stenco Construction
- Construction December 2021 – June 2022

##### Student Center HVAC Renovation Project

- Continue with design/Field Investigation
- Design meetings continuing
- HVAC selections have been made
- Existing infrastructure investigations on going

#### Deferred Maintenance Project Update

1	GM Garden level lighting upgrades <i>FY21 \$85,000 replacing lighting and ceiling tiles</i>	Ongoing
2	SC Restroom Renovations <i>FY21 \$70,000 Update public area restrooms</i>	Design in Process
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 \$30,000 – Utility tunnel is leaking ground water</i>	Phase 2 In progress
6	BE – Entry Door Replacement <i>FY21 \$125,000 – Replace all doors &amp; closers</i>	Out for Bid
7	Campus Flooring Replacement <i>FY21 \$50,000 Replace floors in various areas</i>	Out for Bid
8	Campus Transformer Replacement <i>FY21 \$40,000 Replace transformers in lot 7 and DM flowers bldg</i>	Design in progress
9	EC Tunnel Lighting <i>FY21 \$50,000 Replace light fixtures with LED</i>	Construction in progress
10	Campus – primary heat loop filtration <i>FY21 \$25,000 – install side stream filtration on heat loops</i>	Construction in progress
11	OE HVAC upgrades <i>FY21 \$255,000 Replace HVAC units in auto lab</i>	Design in progress
12	ML Gun Range Roof Replacement <i>FY21 \$100,000 – Replace / Repair identified areas from IR study</i>	Awaiting Start Date
13	GL Roof Renovation <i>FY21 \$170,000 – Replace / Repair identified areas from IR study</i>	Awaiting Start Date

14	Campus Wide HVAC Repairs due to Recommissioning <i>FY20/21 \$145,000 – Replace failed components identified by Siemens</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 \$260,000 – drainage issues</i>	Complete. Restoration work in Spring 2021.
17	Campus Wide Roof Fall protection Study <i>FY21 \$30,000 – Rooftop safety improvements</i>	Material 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>	Project Closeout
2	Campus Emergency Lights – wall packs <i>FY21 \$55,000 – 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 \$550,000 – Replace windows and repair walls</i>	Construction in progress
6	Campus wide lock updates <i>FY21 \$20,000 – Replace outdated locks to standardize locks</i>	Material on order
7	SC Bird netting install <i>FY21 \$20,000 – Install bird netting various areas of SC building</i>	Complete
8	Fire System Assessment / Hydrostatic Testing <i>FY21 \$25,000 – New code requirement 5 year Assessment of systems</i>	Award in progress
9	Landscape improvements – campus wide <i>FY21 \$20,000 – Replace dead or dying shrubs / trees</i>	Ongoing

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

- Enviro Aire; Testing, Air Balancing & Adjusting Services (BE, OE, TI); \$30,000
- Spence Brothers; TI Window Replacement – Carpentry Work; \$64,968
- S & Z Sheetmetal, Inc.; SC Ductwork Testing and Inspection; \$98,100

## Board of Trustees Washtenaw Community College

### ACTION

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

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Subject  
Target X Customer Relationship Management System (CRM) Contract Renewal

Date  
April 27, 2021

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### BACKGROUND

Target X Recruitment and Retention Software was purchased in 2018. The software was purchased to manage the student life cycle. The software has been implemented and has provided improvements that have transformed recruitment, retention, and student success activities. The system has allowed us to focus processes and activities to drive increased student engagement and relationship building that lead to increased student retention and completion.

As presented at the February Board of Trustees meeting, the college continues to expand the use of the software to further leverage its impact. Recruiters and advisors are using Target X as the main system of record for interactions. Integration of student support services, student activities and scheduling processes will be implemented, as well as enhancements to marketing automation to support both recruitment and retention. Additional user groups and processes will be added to more effectively manage student relationships.


### RECOMMENDATION

That the Board of Trustees approve a 3-year contract renewal with Target X in an amount not to exceed \$302,100 (\$100,700 billed annually) with annual renewal options, to provide the student lifecycle relationship management (CRM) software for recruitment and retention needs.

### A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by:   
Rose B. Bellanca, President

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**Board of Trustees**

Washtenaw Community College

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

**ACTION**

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Subject  
Resolution to recommend the Allowable 2021-22 Ad Valorem Tax Rate

Date  
April 27, 2021

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**RECOMMENDATION**

That the Board of Trustees recommends that the College, when developing its FY 2022 Budget utilize the maximum allowable 2020-21 Ad Valorem Rate for operations, which at its current rate of 3.3885 mills will generate approximately \$62,227,245 of gross tax revenue.

**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, President

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## Board of Trustees

Washtenaw Community College

<b>ACTION</b>
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4800 E. Huron River Drive  
Ann Arbor, Michigan 48105-4800

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Subject  
Morris Lawrence Building Renovation Capital Project

Date  
April 27, 2021

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### Project Scope and Cost Update

The Morris Lawrence Building (MLB) was built in 1990 as the Jobs Skills and Campus Events Building and during the past 31 years has received three small building additions and numerous minor deferred maintenance upgrades. As the primary location for external campus events, it welcomes over 90,000 visitors and guests each year. The building is the public face of the College and is the primary destination of campus visitors not enrolled in college credit courses.

In December, 2019 the Board of Trustees approved the first major renovation project for the MLB in the amount of \$9 million and to be funded through General Fund reserves. The original project scope included the following upgrades to the building's public spaces and enhance the overall experience of visitors and guests:

1. Replacing the deteriorating plastic skylight system
2. Replacing the manual horizontal moveable wall system
3. Replace the lighting throughout the public areas.
4. Replace all finishes throughout the public areas including wall and flooring materials.
5. Install new electronic event directories and kiosks at meeting rooms.
6. Replace failing exterior brick and precast concrete at the entrances.
7. Create a new inviting exterior landscape garden at the west entrance.
8. Address a number of deferred maintenance projects related to the building infrastructure, including completing the replacement of the HVAC system and electrical upgrades

The original six-month construction schedule of Jan-Dec, 2021 was delayed as a result of the COVID pandemic and is now scheduled for Jan-Dec, 2022. In response to our COVID building preparedness initiatives, the College performed further assessment of the MLB HVAC systems and is now proposing to expand the scope of the project to include replacing all of the ventilation system duct work and related air flow control mechanisms at an incremental cost of \$750,000. Additionally, two academic program needs are proposed to be addressed with the addition of an Art Gallery space and improvements to the Audio Music classrooms at cost of \$150,000. Finally, the College is proposing to complete the replacement of all light fixtures with high value energy conservation fixtures at a cost of \$100,000. As a result of these project additions, the College is recommending that the MLB Renovation Project budget be increased \$1 million, from the previously approved budget of \$9 million to \$10 million. Consistent with the prior Board approval, the College is recommending that the incremental \$1 million be funded from the General Fund reserve.



Project key dates are:

- Construction Bidding process January – March, 2021
- Construction contract reviewed and approved by the Board of Trustees - April, 2021
- Construction Contract is awarded May, 2021
- Pre-Construction activities commence Fall, 2021
- Full MLB shutdown mid-December, 2021
- Construction commences late-December, 2021
- Morris Lawrence building opens July, 2022

## Construction Contractor Recommendation

After completing a vendor qualification process in December, 2020 in which thirteen contractors participated, the College invited six contractors to participate in the bid process. Of those vendors, five contractors submitted bids ranging from \$8.7 million to \$9.5 million (see attached bid sheet). Stenco Construction Company, a minority owned business and of Livonia, Michigan was the lowest bidder for both the base bid and selected alternate options. Stenco, which has averaged \$130 million/year in construction contracts over the past five years, has significant experience with renovation projects of this type, including projects for Ford Motor Co., General Motors and DTE Energy. The College is recommending that the Board of Trustees approve a construction contract with Stenco for \$9,000,000, which includes their bid of \$8,743,000 and a 3% contingency to provide an allowance for problems that may arise once construction commences. Given the extremely compressed six-month project timeline and the absolute need to complete this project by July 1, 2022, the contingency funding will insure that any problems uncovered can be quickly resolved.

## RECOMMENDATION

That the Board of Trustees approve an increase to the Morris Lawrence Renovation Capital Project budget, from \$9,000,000 to \$10,000,000 and that the incremental \$1 million funding for this project be provided by a transfer of General Fund reserves to the Capital Fund in the amount of \$1,000,000. Further, that the Board of Trustees approve a contract with Stenco in an amount not to exceed \$9,000,000 to perform the renovation construction services for the MLB Renovation Project.

## 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

## Board of Trustees Washtenaw Community College

**ACTION**

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

Subject  
2021-22 Tuition and Fee Rates for Credit Courses

Date  
April 27, 2021

### RECOMMENDATION

Tuition and Fee rates for Washtenaw Community College continue to be among the lowest for Michigan community colleges with the total cost of enrollment for WCC students consistently ranking in the lowest cost quartile. As an ongoing commitment to affordability and in recognition of the severe impact that the COVID-19 pandemic is having on our students, the College is recommending for FY2022 no increase to In-District tuition rates and modest increases in all other tuition rate categories. The College is also proposing no increase to fees. Therefore, it is recommended that the following student tuition and fee structure be approved for the 2021-22 academic year:

#### On Campus Tuition Rates:

**In-District** - \$95/credit hour  
**Out-of-District** - \$167/credit hour  
**Out-of-State** - \$234/credit hour  
**International** - \$279/credit hour  
**Work In-District** - \$95/credit hour  
**Property In-District** - \$95/credit hour

#### Distance Learning Tuition Rates:

**In-District** - \$108/credit hour  
**Out-of-District** - \$119/credit hour  
**Out-of-State** - \$127/credit hour  
**International** - \$129/credit hour  
**Work In-District** - \$108/credit hour  
**Property In-District** - \$108/credit hour

#### Student Fees per Credit Hour:

**Technology/Enrollment Fee** - \$10/cr hr  
**Credit by Exam** - \$25/cr hr  
**Credit for Prior Learning** - \$50/cr hr  
**Course Repeat Fee** - \$200/cr hr  
**Excess Contact Hour Fee** - \$5/contact hr (max=\$300)

#### Student Fees per Transaction:

**Late Registration** - \$25  
**Delinquent Payment** - \$25  
**Duplicate Diploma** - \$20  
**Returned Check** - \$25  
**Special Transcript Service** - \$20  
**Student ID Card Replacement** - \$10  
**Loan Processing Fee** - \$25  
**Credit for Prior Learning Evaluation** - \$50  
**Student Record Copy Fee** - \$1/page


#### Department Course Fees:

**Dental Kit Fee** - \$200/400  
**Police Academy Program (07/21 - 06/22):**  
- **Supplies** - \$600  
- **Special Off-Site Training** - \$400  
- **Firearms Range Use** - \$750  
- **Mandatory Fee** -In-district - \$1,155  
-Out-district - \$1,947  
-Out-state - \$2,684  
**Fine Arts: Ceramics Supplies** - \$40  
**Photography: Printer Ink Supply** - \$20  
**Art: Art Model** - \$15

A ROLL CALL VOTE WILL BE TAKEN

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Prepared by: William Johnson

Recommended by: 

Title: Executive Vice President and Chief  
Financial Officer

Rose B. Bellanca, President

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## Board of Trustees Washtenaw Community College

### DISCUSSION

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

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Subject:  
Explorance\Blue Contract

Date:  
April 27, 2021

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### BACKGROUND

In 2016 Washtenaw Community College sought a solution for replacing the Student Opinion Questionnaire (SOQ) online. The College had a homegrown solution for delivering SOQs online for distance learning courses and campus courses were being manually evaluated by a paper process. The homegrown software was unreliable and the response rate for online courses was low. The College desired to replace the SOQs for all sections but needed to overcome the response rate challenges. The homegrown software had limited features for encouraging student responses.

The Center for Interactive Teaching and Learning (CiTL) collaborated with Institutional Research to conduct an RFP in late December 2016. Explorance Blue (Blue) was the only vendor that could offer a platform that had Blackboard integration and the features to improve response rates. In winter 2017, the College piloted Blue software with Distance Learning sections and response rates immediately increased to 86%. In fall 2017, the College fully executed online SOQs in all course sections. The success of placing the SOQs fully online saved the college labor time and supply/printing costs.

The College has expanded the use of the software to make data integration with other systems more seamless with an add-on product, Data Integrity Gateway (DIG). Some of the most valuable feedback from students is the qualitative text analyzed using the tool Blue Text Analytics. In 2020, CiTL collaborated with Human Resources to implement performance appraisals online using Blue. The college has also leveraged the use of the software to administer internal surveys to faculty and staff.

### RECOMMENDATION

That the Board of Trustees approve a 3-year contract for Explorance Blue feedback/course evaluation software not to exceed \$152, 048.19 (\$50,682.73 billed annually) with annual renewal options.

### A ROLL CALL VOTE WILL BE TAKEN

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

Recommended by:   
Rose B. Bellanca, President

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## Board of Trustees

Washtenaw Community College

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

### DISCUSSION

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Subject  
Award of Dining Services Contract

Date  
April 27, 2021

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### Background

The College has been under contract with Aramark to provide dining services on the first floor of the Student Center Building since 2013. The College's contract with Aramark is structured under a profit and loss model whereby the College is guaranteed a minimum annual commission and any gross margin over a specified percentage threshold is split evenly between the College and Aramark. Any and all risk of loss is bore by the vendor. While some years did result in a modest profit margin, in most years the vendor was operating with a break-even goal in mind. Several factors have made this break-even goal increasingly difficult to achieve including, a growing percentage of our students choosing online classes (leaving a smaller population requiring on campus food options), rising food costs combined with the College's desire to keep costs low for its students, and the College's desire to maintain hours of operation consistent with its on-campus class offerings. While these discussions between the College and Aramark started prior to the onset of the pandemic, COVID-19 has only exacerbated the underlying problems.

### Proposal

The College released an RFP for Dining Services in December 2020 and received three proposals in response to its request. The RFP Committee was comprised of Faculty Members Terry Abrams and Khaled Mansour, VP & CFO Bill Johnson, Controller Ben Hunholz, Manager of Student Accounting and Auxiliary Services Kailey Phelps, Transcript Evaluator and OPT Member Andrea Wilseck, WCC Student Sabrina Lanker, and WTMC Student Ashley Samu. The RFP Committee reviewed the responses received, evaluating the proposals on several criteria, including but not limited to: provider background, vision for the food service program, engagement with the campus community, sustainability, menu pricing and financial considerations (please find enclosed the RFP Bid Summary for your review). All three of the responses received proposed a subsidy business model in which the College and the vendor would agree upon program offerings, pricing, etc., and based upon separate financial projections of each of the vendors, the College would be responsible for the net loss of the program including a fixed management fee provided to the vendor.

Two of the three firms that submitted proposals were invited to respond to the committee's follow-up inquires via an on campus interview. Taking into consideration the initial proposal submitted and the interview response, it is the committee's recommendation that the WCC Board of Trustees appoint the firm Creative Dining Services (CDS), located in Zeeland Michigan,

as the College's dining service provider for the next five years along with one optional five year renewal.

Key attributes about CDS that formed the foundation for the RFP Committee's recommendation included:

- CDS currently serves six Michigan Colleges and Universities, including Macomb and Grand Rapids Community Colleges
- They have a strong commitment to sustainability practices
- Student employment opportunities will be strong
- CDS has developed a mobile ordering app that will allow for remote ordering, paying and food pick up across campus
- While the proposed subsidy for WCC in the first full year of operations is estimated at \$200,000, subsidy levels at similarly sized institutions have been managed to the \$100,000 level and below
- CDS has proposed a robust menu with competitive pricing which will suit the campus community well
- Campus engagement is a core value of CDS


## RECOMMENDATION

That the Board of Trustees appoint Creative Dining Services as the provider of dining services on the first floor of the Student Center Building for period of June 1, 2021 through May 31, 2026 with one optional five-year renewal.

## 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, President

**Board of Trustees**  
Washtenaw Community College

**DISCUSSION**

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

Subject  
DTE MiGreen Power Contract

Date  
April 27, 2021

## Background

WCC has been aggressively pursuing a campus wide environmental sustainability plan over the past decade, with the stated intent of achieving a carbon neutral footprint by 2060. In recognition of the worsening environmental conditions, organizations throughout the US and across the world have stepped up their sustainability efforts, with the new goal of carbon neutrality by 2030. In fact, the City of Ann Arbor recently declared a climate emergency and has set a community wide goal to be carbon neutral by 2030.

At the Winter Faculty In-Service session, WCC's Sustainability Committee provided an update on the College's Climate Action and Sustainability Plan. Included in this presentation was an update on the College's sources of greenhouse gas emissions. As seen in the below table, WCC's electric power consumption, as sourced through fossil fuels is the single largest contributor of the Colleges carbon footprint.

**Table 1. Percent WCC Greenhouse Gas Emissions by Source - 2018**

Source of Greenhouse Gas Emissions	% of Total
Purchased Electricity	37.64%
Student Commuting	29.54%
On-Campus Stationary (natural gas for heating)	21.45%
Staff Commuting	4.22%
Faculty Commuting	2.61%
Electrical Transmission & Distribution Losses	1.77%
Co-generation Steam (natural gas for micro-turbine)	0.77%
Co-gen Electricity (natural gas for micro-turbine)	0.67%
Direct Transportation (on-campus vehicles)	0.63%
Directly Financed Travel - Air	0.52%
Directly Financed Travel - Ground	0.22%
Solid Waste (landfill methane recovery)	-0.03%

WCC has developed a two-part plan to eliminate our electric consumption carbon footprint:

- Reduce electric consumption 20% over a ten-year period
- Phase in the power source for WCC's remaining electric consumption from fossil fuels to renewable energy supply over the same 2021 -2030 period

The College has developed a 10-year plan to reduce electric power consumption over the 2021 – 2030 period. Many of these energy conservation efforts will be integrated with planned deferred maintenance projects. A summary of these projects and their estimated energy conservation savings are:

	Annual Electric Usage Conservation (Kwh)	Normal Maintenance Cost	Incremental Energy Conservation Capital Cost	Annual Electric Cost Savings
Light Fixture Replacements	2,658,000	490,000	710,000	243,739
Lighting Control Improvements	77,000	-	50,000	7,061
Building HVAC System Replacements	586,000	10,470,000	245,000	53,736
Building HVAC System Operating Efficiencies	212,500	165,000	50,000	19,486
Building Component Replacements	82,500	1,620,000	250,000	7,565
	3,616,000	12,745,000	1,305,000	331,587

WCC explored three options to source it's remaining electric load requirement through renewable energy supply sources:

- Pursue solar array installations on WCC's campus
- Outsource solar array installations to 3<sup>rd</sup> party investors/operators
- Purchase renewable electric power from our current utility company – DTE

WCC contracted with GEM Energy to study the viability of Solar Car Ports installations above our parking lots



- Using Lot #7 as a prototype, the following was estimated:
  - 1.4 million kw capacity



- \$3.2 million cost to build
- PPA would cost WCC 15cents/kWh + 2% escalation/year & 25-year contract
- Based upon the Lot #7 assessment, WCC would need 10x the parking lot coverage to support our electric energy requirements and at an estimated cost of \$30 – 35 million.
- Using the PPA model, our average purchased power cost would be 15 cents/kWh versus our current utility rate of 10 cents/kWh, or a 5 cent/kWh increase to support on premise renewable power generation
- Based upon the high cost structure of the first two options, WCC then pursued the assessment of DTE's MiGreen Power renewable electric power supply alternative

#### Summary Contract Provisions:

- DTE's next available renewable energy resources will come online in 2023. These solar power assets will be located in southern Washtenaw and northern Monroe counties.
- WCC would commit to an initial purchase of 25% of its electric power needs from these renewable power assets, commencing in 2023 and then increase an incremental 10% per year through 2029. As a result, by 2030, 100% of WCC's electric power needs will be sourced through renewable power resources.
- The contract price structure is comprised of a contractual surcharge that will not exceed 5.2 cents/kWh. Then each month, this surcharge rate will be offset by the market commodity value of this incremental power supply, which is expected to average a credit of 4.2 cents/kWh. As a result, WCC's incremental cost/kWh for this renewable power source will average 1 cent/kWh

#### Analysis and Proposal

The average cost of 1 cent/kWh is approximately a 10% premium on our current electric utility rates. However, this 1 cent premium favorably compares to the on-campus solar array PPA costs of 5 cents/kWh or the estimated 3-4 cents for WCC invested on campus solar array facilities.

	<b>Estimated Electric Cost Savings from Conservation</b>	<b>Estimated Incremental MiGreen Power Cost</b>	<b>Conservation Electric Cost Savings NET of MiGreen Power Cost</b>
<b>FY 2021</b>	<b>52,556</b>	<b>-</b>	<b>52,556</b>
<b>FY 2022</b>	<b>118,450</b>	<b>-</b>	<b>118,450</b>
<b>FY 2023</b>	<b>216,900</b>	<b>32,052</b>	<b>184,848</b>
<b>FY 2024</b>	<b>269,266</b>	<b>65,238</b>	<b>204,028</b>
<b>FY 2025</b>	<b>321,503</b>	<b>67,776</b>	<b>253,726</b>
<b>FY 2026</b>	<b>373,036</b>	<b>80,390</b>	<b>292,645</b>
<b>FY 2027</b>	<b>382,926</b>	<b>104,339</b>	<b>278,586</b>
<b>FY 2028</b>	<b>391,850</b>	<b>131,228</b>	<b>260,621</b>
<b>FY 2029</b>	<b>400,547</b>	<b>136,257</b>	<b>264,290</b>
<b>FY 2030</b>	<b>409,107</b>	<b>123,827</b>	<b>285,279</b>
	<b>2,936,139</b>	<b>741,109</b>	<b>2,195,030</b>

WCC's ongoing Deferred Maintenance Plan, coupled with its upcoming ML and SC Renovation projects will provide the necessary funding to achieve this electric energy conservation plan.

Based upon above analysis, the College recommends that we enter into a 10-year MiGreen Power agreement with DTE to source WCC's electric power requirements through renewable power

resources. This contract would commence in 2023, with the College purchasing 25% of its power needs through the MiGreen Power agreement. Each year thereafter, the College would increase its renewable power purchases by 10%, with the plan that by 2030, 100% of WCC's electric power requirements will be sourced by renewable power resources. The average incremental cost of 1 cent/kWh will be more than offset by the electric conservations savings achieved over the same 10 year period.

## RECOMMENDATION

That the Board of Trustees approve a 10-year contract with DTE Energy to purchase renewable electric power through DTE's MiGreen Power agreement, commencing in 2023 with terms and provisions as outlined to the Board.

## 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, President

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**Board of Trustees**

Washtenaw Community College

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

**ACTION**

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Subject  
Approval of 2020-21 Candidates for Graduation

Date  
April 27, 2021

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**RECOMMENDATION**

That the Board of Trustees approve the candidates for graduation as submitted.

**A ROLL CALL VOTE WILL BE TAKEN**

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

Recommended by:

Rose B. Bellanca, E.D.  
Rose B. Bellanca, President

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**Board of Trustees**  
Washtenaw Community College

**DISCUSSION**

4800 E. Huron River Drive  
Ann Arbor, Michigan 48105

Subject  
Review of Revenue and Expense Analysis and 2021-22 Budget

Date  
April 27, 2021

**RECOMMENDATION**

That the Board of Trustees review and accept the 2021-22 Budget Plan as submitted.

**2021-22 GENERAL FUND OPERATING BUDGET**

REVENUE	Budget 2021-22	EXPENDITURES	Budget 2021-22
Tuition and Fees	\$29,470,130	Personnel	\$78,769,036
Local Property Taxes	\$61,263,407	Non-Personnel	\$19,974,173
State Appropriations	\$15,480,882	Utilities	\$2,399,700
Investment Income	\$600,000	Trade Partnerships	\$2,162,038
Trade Partnerships	\$3,308,452	Institutional Initiatives	<u>\$1,336,000</u>
Other Miscellaneous	\$1,723,850	<b>Total Expenditures</b>	<b>\$104,640,947</b>
Auxiliary Activities	<u>\$357,200</u>	Operational Transfers	\$2,312,975
		Deferred Maintenance	\$3,500,000
		Technology Infrastructure	<u>\$1,750,000</u>
<b>Total Revenue</b>	<b>\$112,203,922</b>	<b>Total Expenditures and Transfers</b>	<b>\$112,203,922</b>

Operational Revenue Over Expenditures

\$ 0

**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

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Subject  
Resolution to recommend the Allowable 2021-22 Ad Valorem Tax Rate

Date  
April 27, 2021

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### RECOMMENDATION

That the Board of Trustees approve the 2021-22 Tax Levy of 3.3759 mills for operations, as submitted. The 3.3759 mills will generate approximately \$63,491,587 of tax revenue.

### 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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