

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
NOVEMBER 17, 2014**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, November 17, 2014, at the Henry Ford College Administrative Services and Conference Center at 7:03 p.m. by Chair Berry.

**ROLL CALL**

On roll call, the following were present: Trustees Adams, Guido, Lane, McDonald, Schoelles, Schoolmaster and Chair Berry. There being a quorum, the meeting was declared in session.

Chair Hussein congratulated Mariam Bazzi, Dr. Michael Meade and Mary Petlichkoff on being elected as Trustees for 2015. Ms. Bazzi and Ms. Petlichkoff were both in attendance at the meeting. President Jensen added his congratulations and welcome to the new Trustees.

**II. APPROVAL OF MINUTES**

Resolution offered by Trustee Schoolmaster and supported by Trustee Adams was adopted with unanimous approval attached that the following minutes of the Board of Trustees be approved:

Regular Meeting – October 20, 2014

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

Mustanzr Haydar, HFC student who is taking his prerequisites for the Nursing program acknowledged the following:

- For their fall community service activity, the mentors, mentees and the Advisory Board for the Women's Institute for National and Global Success (WINGS) went to Vista Maria on Saturday, October 25, 2014. The group worked with the young ladies who live at the center and helped them create vision boards.
- HFC graduate, Shadia Kassim, received the 2014 Foundation for Surgical Technology Scholarship. Ms. Kassim completed her degree in Surgical Technology in May of 2014. She is a mother of two and a business owner. Ms. Kassim stated in her scholarship application that the HFC surgical technology program was excellent and helped her learn all the necessary technical skills that helped her in clinicals and to pass the certification exam.

- On Friday, February 6, 2015, Dr. Stan Jensen will be honored as Cornerstone University's Alumnus of the Year. Dr. Jensen was recently notified and has accepted this honor.
- On Saturday, November 15, students from HFC, the University of Michigan (U-M), Oakland Community College (OCC), Macomb Community College (MCC), and the Arts Institute of Michigan–Novi competed in a three-hour, single block competition at the 4th Annual Henry Ford College Collegiate Ice Carving Invitational.
- Thirteen HFC second-year students from the College's Ophthalmic Technicians Program volunteered their time on September 22, 2014, at Focus: HOPE's Eye Evaluation Day, an annual vision screening event organized by Dr. Anne Nachazel of Eastside Eye Physicians of St. Clair Shores. Kathy Campbell, Ophthalmic Program Director, and Michelle Nowicki, Ophthalmic Clinical Coordinator, supervised the students during this volunteer opportunity.

#### **IV. PRESIDENT'S ITEMS**

##### **A. CPI Facilities Team Report**

Vice President Eschenburg who was the team leader of this fall 2013 CPI team introduced Reuben Brukley who gave a brief presentation on the team's mission, eight out of fourteen implemented recommendations and current projects since May 2014. Restructuring has taken place for procedures that were in place and were geared to cleaning elementary schools rather than a building in operation sixteen hours per day and for weekend and seasonal shifts. He added that an additional CPI team has been formed this fall as a result of one of the recommendations. He ended his presentation by stating that very, very good things have been happening in facilities and at HFC in the last six months.

President Jensen thanked Mr. Brukley and the team for their service in developing these important and increasingly great recommendations.

Trustee Schoelles asked how many of the team members were from the maintenance department and if having more maintenance staff on the teams would be helpful. Mr. Brukley responded that three out of forty were on the team. He stated that he felt it is more helpful to have outside team members, who are essentially our internal customers on the team as they can give input on what needs to be improved.

Trustee Lane said that a simple gesture such as someone holding the door open for a visitor with an armload of packages goes a long way in customer service. She asked if the new procedures were looking at sustainable products and procedures. Mr. Brukley responded they are using sustainable products, one example is dispensers that use recycled paper.

#### **V. SPECIAL REPORTS**

None

#### **VI. DISCUSSION ITEMS**

A. Cell Tower Property Easement – Board Report #4104 – Vice President Satkowski

The cell tower on the College's campus provides the College with rental income of approximately \$22,000 annually for the next three years, with renewal options for three (3) additional five (5) year terms. Through our represented broker, Patrick Communications, the current operator and manager of the tower for T-Mobile, Crown Castle, has provided the College with multiple options for a lump-sum commitment for usage for future years. The options provided include:

1. A lump-sum payment of \$320,000 for a sixty (60) year easement.
2. A lump-sum payment of \$335,000 for a seventy-five (75) year easement.
3. An installment payment of \$350,000 with \$170,000 and \$180,900 paid over one year (5 percent interest) for a seventy-five (75) year easement.

The current contract only has a guarantee of three (3) years with the option of the Lessee for an additional fifteen (15) years. Based on this factor, consideration should be given toward the options with a recommendation to select option one for \$320,000 with a sixty (60) year easement. This amount would be guaranteed to the College and has a shorter time commitment of sixty (60) years versus seventy-five (75) years. Crown Castle's original offer was \$300,000 for option one above which we counter-offered with \$350,000. With your approval, the amount we would agree upon is \$320,000.

Vice President Satkowski will bring an updated report to next month's Board meeting.

B. Bachelors of Science in Culinary Arts – Board Report #4105 – Vice President Pierner

**Part One: Overview**

The BS in Culinary Arts is a response to increasing pressure on chefs and food service managers to possess a uniform skill set that includes technical knowledge, critical thinking, and leadership abilities. An increasingly challenging legal and regulatory environment, challenging socio-economic forces, and an increasingly competitive business environment, has created this pressure.

The proposed degree supports the Mission of Henry Ford College. The development of *independent, critical and creative thinking skills* is at the foundation of the program, which focuses not only on the creative technical aspects of culinary skills but also develops independent and critical thinking skills needed for leadership positions in the hospitality and culinary arts industry. Furthermore, the College's success is *measured by the success of its students*. By offering students a degree that is built to suit the needs of industry both today and into the future, we contribute to their success, and by extension, the success of Henry Ford College. Offering students a pathway toward leadership positions in a growing field helps the College to meet its Mission to *transform lives*.

The attached Credential Ladder document shows the relationship of the proposed degree with the other degrees and certificates offered by the Hospitality Studies department. As the student progresses through the four years of the program, they

earn skills certificates and Associate's degrees along the way, allowing for continuous promotion and opening the door to higher-level positions and roles with greater responsibility, culminating in the Bachelor's degree at the end of the four years.

Most of the Bachelor's degrees offered in the state are Hotel/Restaurant Management degrees, which do not include the intense focus on advanced culinary skills that will be present in Henry Ford's BS in Culinary Arts. At the present time, Schoolcraft College is developing its Bachelor's degree program. At present, it appears it will offer three tracks, which offer focused training in a particular area (nutrition, entrepreneurial leadership, and operations management), while the proposed Henry Ford degree gives students a broader introduction to these different areas—management, culinary skills, etc.—while letting students choose an area of specific focus for the last internship experience and the capstone course.

**Part Two: Enrollment**

The program's admissions requirements will be a 2.5 GPA and completion of the Culinary Skills Certificate, which includes the introductory sanitation course as well as the introductory cooking and baking courses.

The table below estimates an entering cohort of 24 students every Fall and Winter semester, an attrition rate such that 75% of entering students complete the degree after two years, and an average of 15 credit hours per student. The assumption is that 20 of the students in each cohort are Henry Ford College AAS students who enter the program and 4 are external students, representing an increase due to the program.

<b>Projected BS in Culinary Arts Enrollment</b> (Total: New to institution)				
	<b>Fall</b>		<b>Winter</b>	
<b>Year</b>	<b>Headcount</b>	<b>Credit Hours</b>	<b>Headcount</b>	<b>Credit Hours</b>
<b>2015-16</b>	(24; 4)	(360; 60)	(46; 8)	(690; 120)
<b>2016-17</b>	(66; 11)	(990; 165)	(84; 14)	(1,260; 210)
<b>2017-18</b>	(84; 14)	(1,260; 210)	(84; 14)	(1,260; 210)
<b>2018-19</b>	(84; 14)	(1,260; 210)	(84; 14)	(1,260; 210)
<b>2019-20</b>	(84; 14)	(1,260; 210)	(84; 14)	(1,260; 210)

**Part Three: Curriculum**

There are multiple paths through the extant certificates and degrees, so there is no one optimal or recommended sequence of courses, besides of course starting with the courses in the Culinary Skills certificate and ending with the two new 400-level courses.

Fifteen current courses will be re-numbered and re-named to reflect the higher levels of learning and American Culinary Federation Educational Foundation Accreditation standards for skill competencies.

The Hospitality Studies Department currently requires a 2 credit line-level work experience, for all Culinary Arts and Hotel/Restaurant Management AAS degree students. HOSP 490 will rely on the college's Career Services department and the current network of instructors and metro area employers for placement of students. The college is located close to hundreds of potential co-op locations in the Hospitality

industry. Co-Op in Culinary Arts, HOSP 490, will be supported by corporate level internships available not only in metro Detroit but also nationally by companies with well-established college internship programs such as Disney, Starwood, Marriott, Sodexo, Compass PLC and Brinker International.

**Part Four: Accreditation, Approval, Licensure, or Certification**

Accreditation by the American Culinary Federation Educational Foundation is first achieved at the college in 1996. In 2002, Henry Ford Community College opened the renovated Student and Culinary Arts Center building with its current layout including the three kitchen-labs, 24 seat computer-lab, 96 (customer) seat Fifty One O One Restaurant-lab, 24 seat Culinary Studio and 32 seat classroom.

The AAS in Culinary Arts received re-accreditation by the American Culinary Federation Educational Foundation Accrediting Commission in July of 2009 for even years as an Exemplary Program. Exemplary designation recognizes excellence in teaching and management and is achieved by completing and accreditation self-study and site visit with zero points of noncompliance. The accreditation self-study and site visit focus to some degree on the facility and its level of quality. In order to achieve and maintain high quality in the current facility, in 2009, the program size was capped at roughly 420 students.

The BS in Culinary Arts will include all of the current accredited AAS in Culinary Arts and as such will continue its ACFEF accreditation. Students are eligible to be recognized as Certified Culinarians at the time of graduation from the AAS degree and encouraged to pursue additional levels of American Culinary Federation certification as they gain professional work experience. The AAS also includes opportunities for certification in Food Safety and Responsible Alcohol Service through the National Restaurant Association and as Dining Room Associate and Wine Service Associate through the Federation of Dining Room Professionals. Jobs in the industry vary and many require one or more of the above listed third party certifications. All are recognized in industry as highly desirable.

**Part Five: Estimated Costs**

Personnel costs consist of the cost of the additional full-time faculty, the cost of the additional administration, and the cost of the ten-month receptionist. Teaching by full-timers currently is 5.44 FTEs, 2.04 of which is EC, and 7.63 FTEs worth of teaching is done by adjuncts.

However, in fall 2014, there were three adjunct faculty on TPT status, teaching 13, 12, and 11 credits each. This means the true full-time FTE is  $3.4 + 2.4 = 5.8$ , and the true amount of teaching being done at the adjunct rate is 5.23. The table below shows the adjustment over time.

<b>Hospitality Studies Faculty Costs</b>						
	<b>Full-time</b>		<b>Full-time EC</b>		<b>Adjunct</b>	
<b>Year</b>	<b>FTEs</b>	<b>Change</b>	<b>FTEs</b>	<b>Change</b>	<b>FTEs</b>	<b>Change</b>
<b>2015-16</b>	6.2	+ 0.4	2.8	+ 0.76	4.31	- 0.92
<b>2016-17</b>	6.2	+ 0.4	2.8	+ 0.76	4.58	- 0.65
<b>2017-18</b>	6.2	+ 0.4	2.8	+ 0.76	4.64	- 0.59

<b>2018-19</b>	6.2	+ 0.4	2.8	+ 0.76	4.64	- 0.59
<b>2019-20</b>	6.2	+ 0.4	2.8	+ 0.76	4.64	- 0.59

Therefore, the *total* faculty cost over the first five years of the program is equal to 2.53 times the cost of a full-time faculty (0.4 times 5 plus the cost of 57 credits of full-time faculty EC, which is equal to approximately 0.53 times the cost of a full-time faculty) minus the cost of 50.1 credits of adjunct teaching. Step 2 in the LMA lane is used for estimation below, with the assumed 9% wage increase for adjuncts built in.

Full-time faculty average base compensation: \$ 40,473 × 2.53 = \$ 102,397  
 Average cost of one credit of adjunct teaching: \$ 40.92 × 50.1 = – \$ 2,050  
**Total faculty cost: \$ 100,347 over 5 years**

The cost of the additional 0.2 FTEs in administration is equal to 0.2 × 5 = 1 times the annual base salary of the current academic coordinator. This figure is probably approximately **\$80,000 over 5 years.**

The cost of the full-time receptionist is \$9.79 per hour. At 37.5 hours per week for 42 weeks, the annual cost is \$15,419 per year, or **\$77,096 over five years.**

**Therefore, the total 5-year projected personnel costs of the new program are approximately \$260,000 total, or approximately \$52,000 per year.**

**Part Seven: Estimated Revenues**

Estimated revenues have several components:

1. Additional revenue from current students taking approximately 30 additional credits at the college, 6 of which are specific to the BS in Culinary Arts program at the 400-level.

A table above assumed 20 current students entering the program each semester, with attrition down to 16 completing the program. For the ease of estimation, we assume that these students take 15 marginal credits from other departments at the college in their first year (7.5 per semester) and then 9 marginal credits from other departments at the college plus 6 400-level HOSP credits in the second year.

Year	Marginal Credit Hours	
	Other departments	400-level HOSP
<b>2015-16</b>	435	0
<b>2016-17</b>	858	96
<b>2017-18</b>	858	192
<b>2018-19</b>	858	192
<b>2019-20</b>	858	192

Therefore, the total additional credits for this component are 3,867 lower-level credits and 672 upper-level credits.

2. Additional revenue from new students taking all of the courses in the program.

A table above demonstrated the number of credits generated by new students. In the proposed program, 44 of the 120 credits are upper-level (300 or 400-level) credits.

Year	Fall	
	Lower level	Upper level
2015-16	180	0
2016-17	309	66
2017-18	332	88
2018-19	332	88
2019-20	332	88

Therefore, the total additional credits for this component are 1,485 lower-level credits and 330 upper-level credits.

3. Additional revenue from the differential tuition charged for 300-level courses by current students.

Based on 14/WI and 14/FA enrollment in courses that will be renumbered to be at the 300-level, there will be approximately 2,350 credits per year that may be charged at a higher differential tuition rate, or 11,750 credits over the first five years of the program.

Summarizing all of the above information, the tuition revenue generated by this program in its first five years will be equal to:

$(6,354 \times \text{average tuition rate per credit}) + (12,752 \times \text{differential between upper and lower level tuition})$

Assuming 25% of students are in-district and 75% of students are out-of-district, with no differential for upper-level courses, the program would yield \$849,450 in additional revenue over the first five years. Adding the assumption of a \$50 differential increase in tuition for upper-level courses causes **the estimated revenue to be equal to \$1,487,050.**

Dr. Paul Fisher, Associate Dean of the Business and Computer Technology Division, stated that he was very honored to bring forth the first proposal for a four-year degree program. He stated that Chef Gackenbach was also in attendance to answer any questions as well and the entire hospitality department unanimously approve of the recommendation and are committed to its success. He gave an overview presentation which included program classifications, justification, alignment with mission, enrollment, curriculum, library resources and conservative figures for estimated costs and revenue.

Trustee Schoelles stated that she was happy to see business courses as a requirement and asked if there is a path being created to enable students to get both their associate and bachelor degrees at the same time. Dr. Fisher stated that the path ladders very nicely so that students complete their first associate degree requirements, then their second set of associate degree requirements and then receive their bachelor degree. There are no redundancies.

Trustee Schoelles inquired as to how the tuition fees were being structured for the third and fourth year classes. She added that she did not want to make the classes unaffordable; however, she does not want to “sell ourselves short.”

President Jensen stated that it would be a two tiered approach. Tuition details are still being worked out and will be brought to the Board once plan is in place for approval.

Trustee Lane asked how many culinary arts students get jobs upon completion of program, how long does it take to get a job and what is the pay for associate degree students and bachelor degree students.

Chef Gackenbach answered that students who want a job, get a job. The goal is to get a job with an employer of choice (pay scale and benefits). A requirement for the program is co-op so that all students have work experience once they are finished. Students with a bachelor degree are offered manager positions.

Trustee Adams said she is very excited about this program. They have been lobbying for years and years for this four-year program. She agrees with Trustee Schoelles on the requirement for business classes and she congratulates the department on the breadth of classes offered.

Trustee Lane suggested that entrepreneurship incubators are in place throughout the area that could provide students who have hands-on skills, but still need business classes to be successful.

## **VII. ACTION ITEMS**

### **A. Citizen Participation**

Denise Widen, representing HFC Ceramics Club, spoke on a community event and announcement from the club.

Christina Howlett, representing nursing students, spoke on HFC School of Nursing HESI (national preparatory exam) controversy.

Jennifer Thibodeau spoke on HFC School of Nursing HESI testing controversy.

John McDonald, HFCC Federation of Teachers, spoke on Dr. Jensen’s contract, Board Administrative Services, item 7 on the agenda.

### **B. Special Consideration of an Action Item**

None

### **C. Motion to Approve Action Items**

Resolution offered by Trustee Schoolmaster and supported by Trustee McDonald was adopted with unanimous approval attached to move that action items 1 through 7 be approved as recommended.



## **FINANCE**

None

## **BIDS AND CONTRACTS**

1. FANUC Robotics Equipment & Training Program – Board Report #4106 – Vice President Satkowski

Moved that the award of a contract to Integrated Systems Technologies in the amount of \$38,394 for the purchase of a FANUC Robotics LRMate 200iD/4S R30iB Certified Education Robot Training Package, in accordance with Quote #76-398 dated September 24, 2014 from Integrated Systems Technologies, be approved.

2. LTC and LRC HVAC Upgrades Project – Board Report #4107 – Vice President Satkowski

Moved that the award of a contract to CSM Mechanical in the amount of \$48,680 for the LTC and LRC HVAC Upgrades Project, in accordance with the specifications of Sealed Bid #15625, be approved.

3. Change Order Request: Early College – LRC Classroom Renovations Project – Board Report #4108 – Vice President Satkowski

Recommended motion: Move that the award of a contract to R Simon Electric LLC in the amount of \$48,680 for the LTC and LRC HVAC Upgrades Project, in accordance with the specifications of Sealed Bid #15625, be approved.

## **HUMAN RESOURCES**

4. Staff Recommendations – Vice President Eschenburg

Moved that the staff recommendations, as presented in Board Report #4109: Resignation A-5; Retirement B-5; Leave of Absence C-5; Other Severance D-5; Appointment E-5; Appointment to Professional Staff F-5; Return from Leave of Absence G-5; and Change in Classification H-5, be approved.

5. Interim Manager, Teaching and Learning Services – Vice President Eschenburg

Moved that the appointment of Suzanne Baranski to the position of Interim Manager, Teaching, Learning and Support Services, at Grade 7, Step 4, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective October 1, 2014, be approved.

6. Institutional Research Business Intelligence Systems Analyst, Information, Marketing and Effectiveness – Vice President Eschenburg

Move that the appointment of Eileen Brennan to the position of Institutional Research Business Intelligence Systems Analyst, Information, Marketing and Effectiveness, at Grade 6, Step 4, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective January 5, 2015, be approved.

**BOARD ADMINISTRATIVE SERVICES**

7. **Approval of Contract for President**

Moved that the contract for Dr. Stanley E. Jensen, President of Henry Ford College, effective July 1, 2014 through June 30, 2017, be approved.

**VIII. BOARD OF TRUSTEES BUSINESS**

A. Board Member Reports

B. Requests for Information and/or Future Agenda Items

Trustee Lane asked President Jensen to include in his President's Notes, the average use expectancy of simulation manikins used in Nursing and Health Sciences Programs.

C. Board Member Commentary

**IX. ACKNOWLEDGEMENT OF CORRESPONDENCE**

**X. FUTURE MEETING DATES**

A. Monday, December 8, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

B. Monday, December 15, 2014, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services & Conference Center, in the Rosenau Board Room, Henry Ford College.

C. Monday, January 12, 2015, **P-12** Board of Education Organizational Meeting, 6:45 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

D. Monday, January 12, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

E. **Tuesday**, January 20, 2015, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services & Conference Center, in the Rosenau Board Room, Henry Ford College.

**XI. ADJOURNMENT**

Meeting adjourned at 8:58 p.m.

  
Aimee Schoelles, Secretary