

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Cell Tower Property Easement


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.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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BOARD REPORT

Subject: Bachelors of Science in Culinary Arts

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.

Projected BS in Culinary Arts Enrollment <i>(Total; New to institution)</i>				
	Fall		Winter	
Year	Headcount	Credit Hours	Headcount	Credit Hours
2015-16	(24; 4)	(360; 60)	(46; 8)	(690; 120)
2016-17	(66; 11)	(990; 165)	(84; 14)	(1,260; 210)
2017-18	(84; 14)	(1,260; 210)	(84; 14)	(1,260; 210)
2018-19	(84; 14)	(1,260; 210)	(84; 14)	(1,260; 210)
2019-20	(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. As part of the process of implementing the bachelor's level program and as documented through the operational planning process, the facility is to be improved as follows:

- a. Move and expand Hospitality Studies offices to northwest corner of building.
- b. Add two multi-function 32 seat classrooms to north end of building. (C-119 and C-113-117)
- c. Add cake decorating room (climate controlled) off bake shop, C-163 A, B, F)
- d. Add walk-in cooler & freezer, C-163 E
- e. Add receiving desk/area, C-163
- f. Add small wares storage, C-159
- g. Convert current walk-in cooler/freezer to dedicated meat/fish/poultry

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.

Hospitality Studies Faculty Costs						
	Full-time		Full-time EC		Adjunct	
Year	FTEs	Change	FTEs	Change	FTEs	Change
2015-16	6.2	+ 0.4	2.8	+ 0.76	4.31	- 0.92
2016-17	6.2	+ 0.4	2.8	+ 0.76	4.58	- 0.65
2017-18	6.2	+ 0.4	2.8	+ 0.76	4.64	- 0.59
2018-19	6.2	+ 0.4	2.8	+ 0.76	4.64	- 0.59
2019-20	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
2015-16	435	0
2016-17	858	96
2017-18	858	192
2018-19	858	192
2019-20	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.**

Tracy Pierner, PhD, PE
Vice President of Academic Affairs

Stanley E. Jensen, PhD
President

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CONTRACT AWARD


SUBJECT: FANUC Robotics Equipment & Training Program

The faculty of the Technology Division requests a contract for the purchase of a FANUC Robotics LRMate 200iD/4S R30iB Certified Education Robot Training Package. This package includes an LR Mate 200iD Robot with associated equipment and software, and a Certified Education Robot Training Program which allows students to access FANUC's on-line training, programming, and simulation courses. With this purchase, the Automation/Robotics program will be able to train more students in new, major manufacturing technologies and meet employers' needs for workers with skills and experience in robotics and robotic programming, programmable logic controllers, and vision inspection systems. FANUC Robotics is the market leader in robotic systems and the 200i Robot is used by Ford Motor Company, General Motors, and many other manufacturing firms in southeast Michigan. This equipment and training program can only be purchased from FANUC Robotics' authorized education reseller, Integrated Systems Technologies. A sole source award is requested.

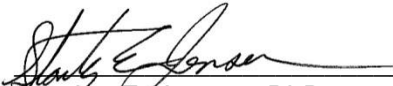
The cost of all equipment, software and training programs totals \$38,394. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends 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.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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BID AWARD

SUBJECT: LTC and LRC HVAC Upgrades Project
Sealed Bid #15625

The College administration requests a contract for the labor, materials, equipment and services necessary to upgrade ducting in the Learning Technology Center (LTC) and Learning Resources Center (LRC). This work is an integral part of the project to convert the primary electrical service on the north electrical loop of the Main Campus from 4.8kV to 13.2kV. The work includes:

In the LTC Data Center - HEPA tent; pre-demolition air balance; demolition of existing ducting; modification, inspection and repair of block walls; new duct, grilles, dampers, fittings and insulation; compliance of duct transfers and dampers with room fire classification; relocation of conduit; disconnection, reconnection and re-commissioning of control system with new damper and controls wiring. In the LRC Electrical Equipment Room - Demolition of existing exhaust fan duct blower; supply and install new exhaust fan; new exhaust fan, dampers, duct, and duct transitions; wiring of new motorized damper; disconnection, reconnection and re-commissioning of exhaust fan/dampers control; re-location of room light.

Bids were solicited under Sealed Bid #15625. Newspaper ads were placed in local papers and bids were sent to five pre-qualified contractors. A post-bid follow up with contractors revealed that many firms were very busy with work for municipal water departments and were booked with jobs from this fall through next spring. Project engineers reviewed the bid results and recommended an award to the low bidder; their bid was \$18,000 below estimated costs. Plant fund accounts will be used for this work. The bid results are tabulated below:


Firm	Base Bid
CSM Mechanical	\$48,680
John E. Green Co	No Bid
Conti	No Reply
Johnson & Wood	No Reply
Long Mechanical	No Reply

RECOMMENDATION:

The College administration recommends 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.



John S. Satkowski, JD
Vice President of Financial Services



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CONTRACT AWARD


SUBJECT: Change Order Request: Early College – LRC Classroom Renovations Project
Sealed Bid #14875

The College administration requests a change order to the contract issued to DeMaria Building Company for the Early College – LRC Classroom Renovations Project. The contractor has submitted a change order request for the additional expenses related to repairs of flood damage and required changes in HVAC systems, wiring and electrical, fire protection, doors and hardware. The cost of the additional work totals \$34,752.06. Of that amount, flood damage repairs totaled \$20,609.15 and will be reimbursed through insurance claims.

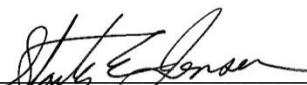
The project's design team and the College administration have reviewed the change order requests and find them reasonable and justified. With the addition of these change orders, the revised contract price totals \$1,023,715.88.

RECOMMENDATION:

The College administration recommends the award of a contract change order to DeMaria Building Company in the amount of \$34,752.06 for the additional work required to complete the Early College – LRC Classroom Renovations Project.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

STAFF RECOMMENDATIONS

Recommended motion: Move that the following staff recommendations at HFC be approved:

Resignation (A-5)

Aleeya Keno, appointed 1/2/14, Student Accounts, Enrollment Associate I – Teller, submitted 10/13/14, effective 10/24/14.

Retirement (B-5)

Catherine Perdue, Financial Services, Mail Clerk, 10½ years of service, effective 12/31/14.

Leave of Absence (C-5)

Corinne Asher, appointed 1/5/05, Instructor, Business and Computer Technology Division, submitted 9/22/14, effective 1/7/15; REASON: Sabbatical Leave of Absence for the Winter 2015 semester.

Steven Murrell, appointed 1/7/04, Instructor, Math and Science Division, submitted 9/29/14, effective 1/7/15; REASON: Sabbatical Leave of Absence for the Winter 2015 semester.

Other Severance (D-5)

Michael Poole, Custodian, Facility Services, effective 10/16/14; REASON: Violation of Last Chance Agreement.

Appointment (E-5)

Natalie Edwards, 31254 Rosslyn, Garden City, 48135, Custodian, Facility Services, \$12.16 per hour, Step 1, effective 11/17/14, 12 Months.

Caso Jackson, 14295 Freeland, Detroit, 48227, Custodian, Facility Services, \$12.16 per hour, Step 1, effective 11/17/14, 12 Months.

Lucas Luchonok, 22057 Audette, Dearborn, 48124, Custodian, Facility Services, \$12.16 per hour, Step 1, effective 11/17/14, 12 Months.

Gregory Vandervennet, 836 Williamsburg Court, Waterford, 48238, Lab Associate II, Health Sciences, \$15.34 per hour, Step 3, effective 11/3/14, 12 Months.

Reappointment to Professional Staff (F-5)

Joseph Cosenza, Business and Computer Technology Division, effective 1/7/15; REASON: Reappointment to temporary, full-time faculty for the Winter 2015 semester.

Kristin Jablonski, Business and Computer Technology Division, effective 1/7/15; REASON: Reappointment to temporary, full-time faculty for the Winter 2015 semester.

Rachelle Loomus, Business and Computer Technology Division, effective 1/7/15; REASON: Reappointment to temporary, full-time faculty for the Winter 2015 semester.

Reappointment to Professional Staff (F-5) (continued)

Theresa Mozug, Health Sciences Division, Instructor, effective 1/7/15; REASON: Reappointment to temporary, full-time faculty for the Winter 2015 semester.

Joshua Osborn, Math and Sciences Division, Instructor, effective 1/7/15; REASON: Reappointment to temporary, full-time faculty for the Winter 2015 semester.

Krysten Rue, Career Services, Cooperative Education Officer, effective 1/7/15; REASON: Reappointment to temporary, full-time faculty for the Winter 2015 semester.

Victoria Shepherd, Humanities and Social Science Division, Instructor, effective 1/7/15; REASON: Reappointment to temporary, full-time faculty for the Winter 2015 semester.

Return from Leave of Absence (G-5)

Adnan Salhi, Communications Division, Instructor, effective 1/1/15, \$101,913, Step 13; REASON: Return from Sabbatical Leave.

Change in Classification (H-5)

David Murphy, from Engineer A, The Heights Campus, Dearborn Public Schools, to Engineer B, Facility Services, East Campus, effective 11/3/14, \$24.57 per hour, \$0.95 longevity, \$0.12 skills, \$0.40 license, \$0.40 in-service hours, total \$26.44 per hour, Step 9, 12 Months.