

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Learning Lab Update

The Learning Lab serves students, faculty, and the college community by researching, developing, and providing supplemental resources and services to help students succeed in their classes. Services include tutoring, test preparation, audio-visual study aides, and computer-assisted learning.

The fall 2013 – winter 2014 academic year presented a number of challenges, yet through the dedication and hard work of administration, faculty, staff, and volunteers, the Learning Lab was able to meet these challenges and accomplish three major goals:

1. The creation of Anatomy & Physiology tutoring.
2. The centralization of tutoring services, including Perkins-funded tutoring for career and technical (CTE) programs.
3. The recommendation for a 12-month full-time faculty position, with administrative duties, to provide dedicated attention needed to coordinate year round learning support services.

In addition to the accomplishments listed above, the Learning Lab joined the Eshleman Library, Instructional Technology, Curriculum Support, and the Center for Teaching Excellence and Innovation to become part of a new Academic Affairs Division, the Teaching and Learning Support Services Division.

Overall, the Learning Lab offers tutoring in four main areas: English (reading and writing), mathematics, sciences, and career and technical education. As integral partners in the learning process, we regularly have 30-40 peer tutors, 10-15 professional CTE tutors, and 20-25 math faculty tutoring per semester. For the upcoming winter 2015 semester, we are recruiting to bring in faculty to tutor reading and writing, biology, and chemistry.

In terms of access, for the winter 2014 semester, a total of:

- 5,573 tutoring sessions occurred in the learning lab, an increase of 39% from winter 2013
- 1,427 distinct students received tutoring, an increase of 10% from winter 2013
- 13,575 computers were checked out, an increase of 84% from winter 2013.


The majority of students tutored were in math (45%), followed by science (39%) and English (15%). There were also 608 tutoring sessions with students in Perkins-eligible CTE programs such as Accounting, Architecture/Construction Technology, Drafting, Firefighter/Paramedic, Pharmacy Technician, Physical Therapy Assistant, Respiratory Therapist, and Surgical Technology. The majority of these students tutored were in a Drafting (36%) or Architecture/Construction (19%) class.

Determining student success for students who used tutoring services is difficult. Although we're working on systems to collect and analyze data, the following are a few student success highlights:

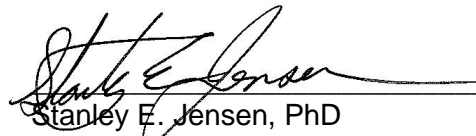
- Winter 2014: Pass rates for students receiving tutoring in :
 - Accounting: 57%
 - ACT/CAD: 100%
 - Drafting: 89%
 - EMS: 72%
 - PHT: 90%
 - RTH: 73%
 - SRG: 94%
- Winter 2014: Overall pass rates for students in classes:
 - Accounting: 73%, 65%, 75%
 - ACT: 69%, 80%
 - Drafting: 78%, 96%
 - EMS: 62%, 71%, 67%
 - PHT: 90%
 - RTH: 83%, 84%, 74%, 95%
 - SRG: 95%, 95%, 100%
- COMPASS math preparation (fall 2011-fall 2013):
 - 53% improved at least 1 level
 - 81% enrolled in at least one class, and 78% of them earned a GPA > 2.0
 - 53% of students enrolled in a math class, and
 - 71% earned a math GPA \geq 2.0
 - 82% had an overall GPA \geq 2.0
 - Retention: 79% semester-to-semester and 72% year-to-year

In terms of the physical structure and services, four new coin machines, semi-private personal computer stations, and science tutoring rooms - including a new bone room were added to help complete the third and final renovation phase for the Learning Lab. Students now have a modern, easy to navigate, learning support center where multiple learning spaces promote collaboration among peers and intuitive connection to all of our services.

And finally, new this year, the Learning Lab has partnered with the mathematics department to assist with the redesign of developmental math courses, and is planning for increased faculty tutoring for the winter 2015 semester. Along with the hire of a full-time, 12-month, Learning Lab Coordinator, we look forward to continuing to improve our services, and pursuing College Reading and Learning Association (CRLA) Tutor Training Level I Certification accreditation.



Tracy Pierner, PhD, PE
Vice President of Academic Affairs



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Recruitment Initiatives

Over the next decade college enrollment growth is expected to slow from 3% to 1%. National projections show that the numbers of high school graduates will continue to decline until 2020. Only by expanding access to a more diverse student population and marketing and recruiting in areas previously not entered, will institutions be able to keep pace. Higher education institutions need to focus on how to enroll this future generation of transfer students, first generation and underrepresented students. Such changes require that institutions of higher education reconsider their approach to recruitment of students. In other words, we must be “future-driven”, innovative and strategic.

Recognizing this, we have shifted our recruitment plan model from one of a reactionary nature to one that is strategic, with a focus on the future. This strategic recruitment plan is designed to provide for sustained enrollment growth, with strategies designed to build long-term relationships with students, high school counselors, parents/families, business/industry and community partners. The recruitment strategies being implemented are designed to establish a pipeline of students that will lead to the continued growth of the College and provide for better-prepared students. This model is one that must be embraced and supported by all areas of the College as recruitment is a leading priority for the institution.

As part of our strategic plan, we’ve identified market assumptions and target markets/populations, established goals for those same target markets/populations, established action items and prioritized our recruitment activities. A formalized calendar of recruitment activities has been established. Additionally, a comprehensive communication plan has been developed, in collaboration with the Office of Marketing and Communications to support the recruitment initiatives and activities. Lastly, we’ve developed execution strategies for each focused population and goal.

Our goals of targeted markets/populations, as we discussed in August 2014 are:

- 1) To be the third largest community college in Michigan;
- 2) Enroll the largest number of students from Wayne County;
- 3) Enroll the second largest number of students from Monroe County;
- 4) Expand our recruitment territory to 90 miles in all directions;
- 5) To have the largest dual enrollment population in the State of Michigan;
- 6) To enroll the largest honors program in the State of Michigan. To establish the first honors college among the community colleges in the State of Michigan;
- 7) The percent of students enrolled in at least one developmental course will be reduced to 70% (from 87%), as a result of focused recruiting on students in particular grade point average and ACT groups;
- 8) To double the international student population;
- 9) To attract no less than 20% of Dearborn Public Schools students to enroll each year;
- 10) To increase the Latino population to no less than 3% of the overall student population.

Initiatives to achieve our goals include a clear and consistent communication campaign that involves the promotion of the quality of the HFC programs, the HFC guarantees, location, availability of housing, and affordable cost. We are also hosting events such as the successful fall HFC Discover Day, Education Partner Breakfast, focused high school visits, community and agency relationship building, Spring Open House, Monthly High School Senior Days, Corporate Partner Days, High School visits, company visits, organized group tours, individualized tours, college fairs, 7 Steps to Enrollment Workshops, athletics recruitment and community events.

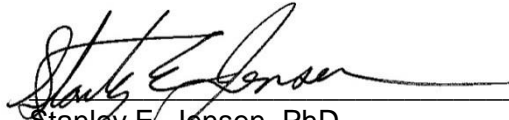
As a component of these initiatives, the common themes are: a) personalization of the relationships with all constituents; b) clear and consistent communication; 2) focused and targeted events and subsequent communication; 3) entering markets we've not explored in the past; 4) focus on service.

Lastly, this recruitment plan must remain fluid. As the needs of our constituents change we, too, must change. The College must be able to assess the needs of business/industry and other partners and have the ability to respond from the standpoint of academic programs and services. Because of this, the recruitment plan must be one that is embraced by the College as a whole, and will only be successful if all key College partners participate.

Given the synergy on campus and the excitement with new marketing and branding as support for the recruitment plan, we have every reason to believe this plan will allow us to build long-term relationships with our constituents and provide for sustained growth of the College.



Lisa J. Copprue, PhD
Vice President of Student Affairs



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Welcome Center Third Floor Renovations Project
Sealed Bid #15627

The College administration requests a contract for the labor, materials, equipment and services necessary to renovate approximately 13,015 square feet of unfinished space on the third floor of the Welcome Center to prepare the area for offices that will be used by the College's University Center partners and the Financial Services department. The project includes remodeling two existing toilet rooms and two lobbies; installing new flooring, office partitions, acoustic tile ceilings, energy management controls, general lighting, exit and emergency lighting, and fire alarm system devices; and revising the HVAC system and electrical system. The administration and project architect recommend accepting bid Alternate #E1 that provides wall dimmers and ceiling sensors for lighting in certain areas. Plant fund accounts will be used for this work.

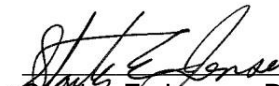
Bids were solicited under Sealed Bid #15627. After reviewing the bid results and interviewing the three lowest bidders, the project design team recommends an award to the low, qualified bidder. The bid results are tabulated below:

Firm	Base Bid	Recommended Alternate	Total Base Bid with Alternate
Envision Builders	\$ 864,700.00	\$ 1,800.00	\$ 866,500.00
Commercial Contracting	917,000.00	2,000.00	919,000.00
Elgin	939,000.00	2,000.00	941,000.00
DeMaria Building Company	939,450.00	3,350.00	942,800.00
Bernco	949,000.00	1,980.00	950,980.00
George W. Auch Company	951,074.00	1,800.00	952,874.00
Braun Construction Group	951,163.00	2,000.00	953,163.00
Brenca Contractors	964,000.00	4,000.00	968,000.00
A Z Shmina	976,000.00	4,200.00	980,200.00
Spence Brothers	1,024,000.00	4,300.00	1,028,300.00
Clark Construction			No Bid
Frank Rewold and Son			No Bid
Mosser Construction			No Bid
Cedroni Associates			No Reply
Midwest Contracting			No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to Envision Builders, Inc. in the amount of \$866,500 for the Welcome Center Third Floor Renovations Project, in accordance with the specifications of Sealed Bid #15627.


John S. Satkowski, JD
Vice President of Financial Services


Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Digital Radiography Imaging System
Sealed Bid #15679

The faculty of the Health Sciences Division requests a contract for the purchase of a tethered, high resolution, digital radiography flat panel detector by Medlink Imaging, Model: Alto DR 14x17 Tethered Gadox Panel. This system includes a detector, computer workstation with professional monitor, picture acquisition and communication system software, installation, and training. It will be used by students in the Radiographer program's Imaging Technology lab. Flat-panel detectors are more sensitive and faster than traditional x-ray film. Their sensitivity allows a lower dose of radiation for a given picture quality than film. They are lighter, more durable, smaller in volume, more accurate, can be produced in larger sizes and have much less image distortion than film. This equipment will allow students to gain experience and training on some of the latest technology used in the healthcare industry. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

Bids were solicited under Sealed Bid #15679. The bid results are tabulated below:


Shipway X-Ray	\$ 29,100
Michigan X-Ray	31,000
Wolverine X-Ray	34,091
Mikron Digital Imaging	48,697
Great Lakes Imaging	53,000
JZ Imaging and Consulting	No Reply
Supertech	No Reply
Tobin Technical	No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to Shipway X-Ray Sales in the amount of \$29,100 for the purchase of a Digital Radiography Imaging System, in accordance with the specifications of Sealed Bid #15679.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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BID AWARD

SUBJECT: Hill-Rom Hospital Equipment
Sealed Bid #15688

The faculty of the Health Sciences Division requests a contract for the purchase of hospital equipment manufactured by the Hill-Rom Company that includes one (1) TotalCare SpO2RT 2 Bed System, one (1) Overbed Table, and two (2) Vest Airway Clearance Systems. The hospital bed is specifically designed for Intensive Care Units to help patients progress from lying in bed to sitting upright to standing up, helping to increase their movement and mobility. The airway clearance system is designed for acute and long-term respiratory care. It uses high frequency chest wall oscillation technology to dislodge mucus from the bronchial walls and to mobilize secretions and mucus from the smaller to larger airways where it can be cleared by coughing or suctioning. This equipment will be used by students in the Respiratory Therapy program, allowing them gain experience and training on advanced technology currently used in the healthcare industry. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

Bids were solicited under Sealed Bid #15688. The bid results are tabulated below:


Hill-Rom Company	\$ 56,440.33
Bed Techs	No Reply
Emed Hospital Beds	No Reply
Krasity's Medical & Surgical	No Reply
McKesson General Medical	No Reply
Venture Medical ReQuip	No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to Hill-Rom Company, Inc. in the amount of \$56,440.33 for the purchase of Hill-Rom Hospital Equipment, in accordance with the specifications of Sealed Bid #15688.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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BID AWARD

SUBJECT: Intel Core i7 Computer Systems, Computer Information Systems
Sealed Bid #15614

The faculty of the Business and Computer Technology Division requests a contract for the purchase of forty-seven (47) Intel Core i7 Computer Systems with 19" LCD Displays and related components. The systems will be used by students in the Computer Information Systems program in Technology Building computer labs, T183 (23 each) and T197 (24 each). The new computers will replace older models in these locations. Existing computers will be cascaded to replace older systems in other areas of the College. Local dollars for the Federal Vocational Education Equipment Grant (Perkins) provide the funds for this purchase.

Bids were solicited under Sealed Bid #15614. The bid results are tabulated below:


Access Interactive	\$ 69,634.00
Canton Computers	71,621.71
Adorama	No Reply
En Pointe Technologies	No Reply
Enertron	No Reply
JEM Tech Group	No Reply
KLA Laboratories	No Reply
M&A Technology	No Reply
Sehi Computer Products	No Reply
Y&S Technologies	No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to Access Interactive in the amount of \$69,634 for the purchase of forty-seven Intel Core i7 Computer Systems and related components, in accordance with the specifications of Sealed Bid #15614.



John S. Satkowski, JD
Vice President of Financial Services



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BID AWARD

SUBJECT: Intel Core i7 Computer Systems, Business Administration
Sealed Bid #15676

The faculty of the Business and Computer Technology Division requests a contract for the purchase of fifty (50) Intel Core i7 Computer Systems with 19" LCD Displays and related components. The systems will be used by students in the Business Administration program in Liberal Arts Building computer labs, K314 (25 each) and K321 (25 each). The new computers will replace older models in these locations. Existing computers will be cascaded to replace older systems in other areas of the College. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

Bids were solicited under Sealed Bid #15676. The bid results are tabulated below:

Access Interactive	\$ 51,787.00
Canton Computers	54,274.50
Adorama	No Reply
En Pointe Technologies	No Reply
Enertron	No Reply
JEM Tech Group	No Reply
KLA Laboratories	No Reply
M&A Technology	No Reply
Sehi Computer Products	No Reply
Y&S Technologies	No Reply


The low bidder offered a computer system with a smaller case size than used in the past. This presents a problem in Room K314 which has older lock down devices that will not adjust down to fit the new case. Replacing the lock down devices in that room would cost approximately \$5000. As the best option for the installation of these systems, the College administration recommends awarding 25 systems for K321 to the lower bidder, Access interactive, and awarding 25 systems for K314 going to the next lowest bidder, Canton Computers, whose case size fits the existing lock downs in that room. The bidders have agreed to this solution.

RECOMMENDATION:

The College administration recommends the award of two contracts: the first to Access Interactive in the amount of \$25,894 for the purchase of twenty-five Intel Core i7 Computer Systems and related components for computer lab K321 and the second to Canton Computers in the amount of \$27,138 for the purchase of twenty-five Intel Core i7 Computer Systems and related components for computer lab K314, in accordance with the specifications of Sealed Bid #15676.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: Intel Core i7 Computer Systems, Media Center

The College administration requests a contract for the purchase of thirty-four (34) Intel Core i7 Computer Systems with 19" LCD Displays. The systems will be used by students in the Media Center computer lab in the Library. The new computers will replace older models in the lab. Existing computers will be cascaded to replace older systems in other areas of the College and some will be salvaged for parts. The Technology Investment Fund (TIF) provides 100% of the funding for this purchase.

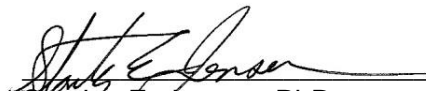
Bids for identical computers were solicited under Sealed Bid #15614 and Sealed Bid #15676. Both bidders agreed to extend their pricing to this order. Using those bid results, the cost for thirty-four systems from Access Interactive totals \$31,102.00 and the cost from Canton Computers totals \$33,607.30.

RECOMMENDATION:

The College administration recommends the award of a contract to Access Interactive in the amount of \$31,102 for the purchase of thirty-four Intel Core i7 Computer Systems and related components, in accordance with the specifications of Sealed Bid #15614 and Sealed Bid #15676.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: Thermotron Refrigeration Trainer

The faculty of the Technology Division requests a contract for the purchase of two (2) Thermotron Model S-4-T Refrigeration Trainers. This equipment will be used by students in an instructional lab to gain experience and training in building/plant facility maintenance in courses offered by the Energy Technology program. The Thermotron trainers allow students to build functional refrigeration and heating system in a safe classroom environment where they can make and learn from their mistakes. The trainer can be tailored to meet the needs of students with a wide range of skill sets and experience levels, from the beginner to intermediate and advanced levels. Instructors have the ability to inject failures or faults into the trainer that students must troubleshoot and repair. This equipment can only be purchased directly from the manufacturer, Thermotron Industries. A sole source award is requested.


The cost of the two trainers totals \$30,990.00. 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 Thermotron Industries in the amount of \$30,990 for the purchase of two (2) Thermotron Model S-4-T Refrigeration Trainers, in accordance with Quote #414234-A dated November 24, 2014.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: Renato Charbroiler-Rotisserie
Bid #15653

The faculty of the Business and Computer Technology Division requests a contract for the purchase of a custom Renato Commercial Wood and Gas Fired Charbroiler-Rotisserie. This equipment will be used by students in the Culinary Arts & Hospitality program to gain experience and training in using a commercial, dual-fuel (woodburning and gas) rotisserie and charbroiler. Custom designed for the Culinary Arts kitchen, the rotisserie has a cooking capacity of 72 - 90 hamburgers and 45 - 54 chickens and can use fuel combinations of all woodburning, all gas/infrared, or wood, gas & infrared. This equipment can only be purchased directly from the manufacturer, Renato Ovens, Inc. A sole source award is requested.


The cost of charbroiler-rotisserie and all accessories totals \$36,140.50. 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 Renato Ovens, Inc. in the amount of \$36,140.50 for the purchase of a custom Commercial Wood and Gas Fired Charbroiler-Rotisserie, in accordance with Bid #15653 and Renato Ovens' quote dated November 21, 2014.



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-6)

E. Todd Ray, appointed 1/4/12, Instructor, Health Sciences Division, submitted 12/1/14, effective 12/31/14.

Appointment (B-6)

Nancy Borkin, 24541 Dugan Drive, New Boston, 48164, Instructor, Health Sciences Division, \$57,951 (prorated), MA, Step 4, effective 1/7/15, 10 Months; AS degree from Henry Ford College with a major in science and nursing; MS degree from Walden University with a major in nursing.

Michael Charette, 2145 Blue Stone Lane, Commerce Twp, 48390, Campus Safety Associate II, Campus Safety, \$14.69 per hour, Step 2, effective 12/1/14, 12 Months.

Jeffrey Lao, 5830 Williamson Street, Dearborn, 48126, Instructor, Business and Computer Technology Division, \$48,729 (prorated), LMA, Step 4, effective 1/7/15, 10 Months; AAS degree from Henry Ford College with a major in culinary and hotel management; BA degree from Michigan State University with a major in advertising. This is a temporary, full-time assignment for the Winter 2015 semester.

Keambra Overall, 1484 Emmons, Lincoln Park, 48146, Instructor, Health Sciences Division, \$57,951 (prorated), MA, Step 4, effective 1/7/15, 10 Months; AS degree from Henry Ford College with a major in applied science; BS degree from Siena Heights University with a major in applied science; MS degree from Spring Arbor University with a major in counseling.

Andrew Riggio, 7320 Pine Street, Taylor, 48180, Facilities Associate (Part-Time), Facilities Services, \$12.16 per hour, Step 1, effective 11/17/14, 12 Months.

Dion Stubbs, 35440 Brush #6, Wayne, 48184, Shipping and Receiving Associate, Purchasing, \$12.36 per hour, Step 4, effective 1/5/15, 12 Months.

Teela Tarver, 8600 Wyoming St. 103, Detroit, 48204, Lab Associate II, Learning Lab, \$14.05 per hour, Step 1, effective 1/5/15, 12 Months.

Reginald Vaughn, 48711 Interstate 94, Apt 311, Belleville, 48111, Campus Safety Associate II, Campus Safety, \$14.69 per hour, Step 2, effective 12/1/14, 12 Months.

Lauren Wallace, 2342 Potter Road, Wixom, 48393, Instructor, Business and Computer Technology Division, \$57,951 (prorated), MA, Step 4, effective 1/7/15, 10 Months; BA degree from Baker College with a major in business administration; MS degree from American InterContinental University with a major in business administration. This is a temporary, full-time assignment for the Winter 2015 semester.

Reappointment to Professional Staff (C-6)

Allan Skrocki, Social Science, Arts, and Fitness Division, effective 1/7/15; REASON: Reappointment to temporary, full-time faculty for the Winter 2015 semester.

Change in Classification (D-6)

Donald Anson, from Facilities Services, Facilities Associate, to Skilled Facilities Associate, Facilities Services, effective 12/8/14, \$18.08 per hour, \$0.85 Longevity, \$0.30 Inc., total \$19.23 per hour, Step 9, 12 Months.

Michelle Holinski, from Enrollment Services, Enrollment Associate II, to Secretary, Academic Advising, effective 12/15/14, \$15.59 per hour, \$0.88 Inc., total \$16.47 per hour, Step 7, 12 Months.

Kevin Kaier, from Facilities Services, Facilities Associate, to Custodial Leader, Facilities Services, effective 12/8/14, \$18.08 per hour, \$0.65 Longevity, \$0.52 Inc., total \$19.25 per hour, Step 8, 12 Months.

Kevin Luchonok, from Facilities Services, Facilities Associate, to Building Operator, Facilities Services, effective 12/8/14, \$15.00 per hour, \$0.31 Inc., total \$15.31 per hour, Step 3, 12 Months.

Michael Wall, from Facilities Services, Facilities Associate, to Skilled Facilities Associate, Facilities Services, effective 12/8/14, \$17.38, per hour, \$0.25 Longevity, \$0.42 Inc., total \$18.05 per hour, Step 8, 12 Months.

Valencia Purry, from Hospitality, Food Service Assistant, to Hospitality, Lab Associate II, effective 12/1/14, \$11.91 per hour, \$2.14 Inc., total \$14.05 per hour, Step 1, 10 Months.

Shafyla Thompson, from Enrollment Services, Enrollment Associate II, to Registration and Records, Records Associate III, effective 12/15/14, \$14.05 per hour, \$1.40 Inc., total \$15.45 per hour, Step 1, 12 Months.

Achievement of Tenure (E-6)

David Tillman, Industrial Technology Division, effective 12/21/14.