

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
JULY 21, 2014**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, July 21, 2014, at the Henry Ford College Administrative Services and Conference Center at 7:07 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.

II. APPROVAL OF MINUTES

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

Regular Meeting – June 16, 2014

III. PRESIDENT'S ITEMS

- President Jensen indicated that fall enrollment is up ten percent at this point. If the trend holds, a tuition increase will not be necessary. New student enrollment is up thirty percent from last year due to the efforts of registration and admission departments. We need to do better in student retention.
- Facility projects update: Liberal arts building lobby phase one is in process and should be ready for the fall semester; Signage RFP is out for bid; Early College renovation is on schedule; North primary loop project is progressing well; and storm water, concrete and parking lot projects are all currently in progress.
- President Jensen introduced Vice President Chadwick to provide a marketing update. Vice President Chadwick stated that a media blitz is currently in progress which includes media blasts, cable, radio, billboard and newspaper ads which are all in sync with our new logo and branding. She also pulled up our new home page and gave examples of print ads. She asked the Trustees to let her know what they think of the marketing campaign and she welcomes feedback.

IV. RECOGNITION AND ACKNOWLEDGMENTS

Dominic Carino received his Associate of Arts degree from Henry Ford College in 2010 and was a starter and scholarship recipient on our baseball team. He went on to receive

his Bachelor of Arts degree in secondary education from Wayne State University and is currently employed at Harrison High School in Farmington Hills as a social studies teacher. In addition to teaching at Harrison, he is head assistant varsity baseball coach. This year he returned to HFC as a volunteer assistant coach with our baseball team. Dominic recognized the following:

- ★ Shantel Tolbert, a member of the HFC women's basketball team, who received a full athletic scholarship to Lindenwood College in Belleville, Illinois.
- ★ Alex Oleszkowicz, a member of the HFC baseball team, who received a full athletic scholarship to attend Limestone College in Gaffney, South Carolina.
- ★ The Student Veterans of America-HFC chapter who collected 168 books and donated them to the John Dingell VA Hospital in Detroit. Due to the success of the program, the club will make this activity an annual event.
- ★ Daniel Harrison, HFC Librarian, who was recognized by the National Park Service on July 2 at the dedication of "Hull's Trace" Unit of River Raisin National Battlefield Park. Mr. Harrison's six-year archival and archaeological research was the basis of adding the only surviving segment of a critical supply road from Ohio to Detroit. This road was built at the outset of the War of 1812. In preparation for the park's "Youth Outdoor Kayak Explorer Program," Harrison, using kayaks, trained a dozen young students in up-close historical presentation. This program will reach nearly 2,000 underserved urban youth this summer.
- ★ Henry Ford College for hosting the first of a series of academic camps targeting middle school students entitled, "What STEMs from Here?" from July 7-11, 2014, at the M-TEC. This was sponsored by Clips & Clamps, the Jalen Rose Academy, Kelly Services, the Nuts, Bolts & Thingamajigs Foundation, and the UAW. HFC faculty members Roger Weekes and Troy Mariotti from our Technology Division teamed up to deliver curriculum based on technology, robotics, and manufacturing opportunities for the 12 students who attended.
- ★ Henry Ford College for administering motorcycle training through a State of Michigan grant from May through July 2014. The classes are hosted on the main campus on weekends. The content includes classroom and range instruction. Students who pass the class earn a certificate to waive the riding test at the Secretary of State. Over 200 students have participated.
- ★ Henry Ford College for hosting a DNA camp for middle school girls July 29-31 with Dr. Cheryl Garrett from the Sciences Division highlighting STEM careers for women. Capacity for this camp is 20, including high school mentors. Contents include lab work studying the structure of the cell and function of DNA; study of DNA in genetics, health and disease, biotechnology and forensics; and extracting DNA from plant cells and analyzing DNA using forensic science techniques.
- ★ The paramedic students who donated \$100 to assist the Dearborn Fire Department's burn drive and volunteered 475 hours to the community.

V. SPECIAL REPORTS

A. Health Sciences Programs/Wait Lists – Board Report #4078 – Vice President Pierner

The Health Sciences division offers five certificate programs, eight associate in applied science programs and seven associate degrees in science. Several programs in allied health have no wait lists, and four programs (Respiratory Therapist, Physical Therapy Assistant, Surgical Technologist and Radiographer) have one to three year wait lists. The Nursing program is transitioning to a competitive admission process.

When the recession hit Michigan, many programs in the health care field were inundated with students and wait lists jumped to four to five years. Students flocked to health career programs so that they could obtain good paying jobs in professions which promised bright futures and less reliance on the automotive industry. Many of these students would never have considered college, until legislative initiatives such as “No Worker Left Behind,” made college a viable option. As the economy recovered, wait list times have decreased significantly. We feel that the education students received in health career programs transformed many lives during the recession, and continuing to give the opportunity to all qualified students to obtain a career in the health care field aligns well with the mission of the College to “transform lives and build better futures.”

The following **certificate/licensure** programs have no wait list:

- Certified Nurse Assistant
- Emergency Medical Technician
- Medical Assistant (Medical Office Assistant)
- Medical Insurance Specialist
- Medical Receptionist
- Pharmacy Technician

The following **associate in applied science** programs have no wait list:

- Medical Practice Clinical Management
- Ophthalmic Technician
- Paramedic
- Paramedic/Firefighter

The following four **associate in applied science** programs have a one to three year wait list:

- Physical Therapy Assistant (2-3 years)
- Radiographer (1-2 years)
- Respiratory Therapist (1-1.5 years)
- Surgical Technologist (1-2 years)

The **associate in science degrees** with a specialization in each of the following areas have no wait list and were designed to meet federal financial aid requirements for students who are interested in these areas of study but have not been admitted to the respective programs. The pre-pharmacy degree is intended as a transfer degree:

- Pre-Ophthalmic Technician

- Pre-Physical Therapy Assistant
- Pre-Radiographer
- Pre-Nursing
- Pre-Respiratory Therapist
- Pre-Surgical Technologist
- Pre-Pharmacy

Nursing Competitive Admission

The Nursing program is transitioning to a competitive admission commencing in the fall of 2014. Most Nursing programs across the country have a selective admission; therefore the Nursing faculty decided that a competitive admission process would enable us to better meet benchmarks set by ACEN.

All students who were on the wait list have been “grandfathered” into the program and the remaining students on the wait list should gain admission by the winter of 2015. Twenty students were accepted for fall 2014 admission through the selective admission process.

A rubric was developed to help the selection process. There are seven categories in which students can receive up to ninety-five points. The two most heavily weighted areas are grade point average and Nursing Admission Test (NAT) scores. The other areas are: ACT scores; previous academic degree; certified Nursing Assistant credentials; volunteer experience and credits taken at Henry Ford College. (Please see attached rubric). Applications are due January 30 for students to be considered for fall admission and June 30 for winter admission.

Vice President Pierner introduced and congratulated Susan Shunkwiler on her first year as Associate Dean of Nursing. Ms. Shunkwiler stated that back when the economy was bad, wait lists were much longer due to the demand for “recession proof” classes. She also stated that the reason that Health Sciences and Nursing program student admission cannot be increased is due to shortage of locations to place students for their clinical classes. Current clinical capacity is 1,400 students. It was a struggle to come to the decision to admit students into the Nursing program on a competitive basis. However, they went this with system due to accreditation holding the colleges to this same entrance standard. As far as switching other Health Sciences programs to competitive admission, she felt that students with high grades won’t necessarily make the best health care providers. She ended her presentation with the comment that if you have a former HFC nursing student as your nurse sometime in the future, you know you will be in good hands.

B. Continuous Process Improvement (CPI) – Board Report #4079 – Vice President Chadwick

Continuous process improvement (CPI) at Henry Ford College is about continually seeking out ways to improve programs and services for our students and stakeholders. We embrace a philosophy of improvement combined with a set of industry developed tools designed to make the College process more effective and efficient. The goal of CPI is to promote better service to our internal and external

“customers” and to facilitate collaboration and shared decision-making among faculty and staff working on improvement projects.

Adopting a continuous process improvement philosophy requires the College to invest time, resources, and money but there are many compelling reasons to make the commitment. At HFC there are five major factors that have led to our decision to participate in continuous process improvement training and projects. They include: concern for our students; frustration with critical business processes that are outdated and ineffective; antiquated processes that can be streamlined by the use of technology; the need to maximize resources and utilize them in the most efficient ways (do more with less); and our overarching desire for excellence in service to students and College operations.

With over twenty years' experience in process improvement consulting and training, and a plethora of CPI knowledge and tools, Dr. Jensen introduced continuous process improvement to the College in June 2013. Since then the College has created fifteen teams, trained over ninety faculty, staff and administrators, and are in the process of implementing over one hundred team recommendations. In the current 2014-2015 academic year, we have already identified the need to create eleven more teams this academic year that will assist in preparing the College for the upcoming reaccreditation from the Higher Learning Commission.

The results of this work leads to many refined processes the increase work efficiencies and enhanced student services. Equally important, feedback from the teams indicate that they have enjoyed getting acquainted with other staff and faculty on campus, have found the process to be time-consuming yet extremely effective and have collaborated on the decision-making and improvement of processes that benefit our students and the College, providing staff with an overall sense of extreme accomplishment.

Vice President Chadwick introduced CPI team members who were present at the Board meeting. The Welcome Center Phone Center team representatives were Nikole Ford, Joe Zitnik and Cyndi Parrelly (as a team spokesperson). The Communication team representatives were Al Burrell, Kathleen Fox, Lori Gonko, Susan McGraw and Vice President Chadwick.

Joe Zitnik, Welcome Center Phone team leader, said that CPI teams train people at the College how to fix problems. Prior to the implementation of the call center, staff who had other jobs answered the phone, now there is a fully functional call center that includes six full-time and three part-time staff members who are trained to answer questions. Nikole Ford and Cyndi Parrelly presented slides on the two-day team training. Call center staff is trained to answer all student services related questions. Pre-call center statistics (August 2013), when compared with statistics from the past two weeks, show that previously forty-five percent of the calls were answered compared to seventy-eighty percent currently and wait and call time has been drastically reduced from an average of twenty-four minutes of wait time in phone queue and twenty-seven minutes to handle the call previously to the current average of four to five minutes in the queue and six minutes to handle the call. The call center message to students when calling also answers many questions while the student is waiting for a staff member.

Al Burrell, Communications team representative, provided a presentation on the 7 Steps from Admit to Enroll process now in place. The process is to ingrain that there is a start and a finish, and the process to get from one to the other is easy. He always presented slides on how the Welcome Center signage links to the 7 Steps process by colors. He ended with validation of the CPI team process stating that the process brings stakeholders from all areas of the College together to look at effectiveness in enhancing student success.

VI. DISCUSSION ITEMS

None

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Trustee Adams and supported by Trustee McDonald was adopted with unanimous approval attached to move that action item numbers 1 through 3 be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

None

HUMAN RESOURCES

1. Staff Recommendations – Vice President Eschenburg

Move that the staff recommendations, as presented in Board Report #4080: Resignation A-1; Retirement B-1; Appointment C-1; Salary Change of Status D-1; and Change in Classification E-1, be approved.

2. 2014-2016 Adjunct Faculty Organization Salary Schedule Increase – Vice President Eschenburg

Background information: Adjunct faculty at HFC is among the lowest paid in

Michigan. In an effort to attract and retain adjunct faculty, the following increases are being recommended:

Fall 2014 – 3.5%
Fall 2015 – 3.25%
Fall 2016 – 3.0%

Move that increases to the 2014-2016 salary schedules for the Adjunct Faculty Organization be approved.

BOARD ADMINISTRATIVE SERVICES

3. HFC Board of Trustees Scholarships – Board Report #4081 – President Jensen

Move that the recommendation of students listed to receive scholarships as presented in Board Report #4081 be approved.

VIII. BOARD OF TRUSTEES BUSINESS

A. Board Member Reports

Audit Committee Report – Trustee Lane

Plante Moran auditors, Michael Schrage, along with an intern and a sub, began meeting with a disclaimer that they can only discover what is made known to them. Trustee Lane stated that anyone in the audience who knows of any fraud or anything that needs to be brought to their attention can do so. Audit will begin August 13, draft should be available by mid-October, and will report to the Board at the last meeting in October. As a side note, there was a federal audit this week on the DOL grant without much advance notice given. This was a pretty rigorous audit and a report will be generated from this audit and will be made available to Plante Moran. For the audit, they are looking for materiality issues specifically looking this year at tuition, financial aid, student accounts, property taxes and the DOL grant as well. They will test to make sure that what they are given is actually found in files. They have been looking throughout this year at student receivables and these have been trending well. Measures put into effect to guarantee transparency in accounting appear to be having the intended effect. Dr. Jensen mentioned the increase in enrollment there was a report that the finances are righting themselves. For upcoming issues to be aware of, next year as of October 15, 2015, the P12 will be moved up for its audit a month which affects the College as well. The larger issue will be next year the MPERS pension reserve liability will be put onto the books. This is for some years out and is an attempt to make sure we are all secure in pensions.

B. Requests for Information and/or Future Agenda Items

Trustee Lane requested information on the circumstances that require incoming students to take placement tests.

C. Board Member Commentary

Trustee Adams was pleased to see the wage increase for adjuncts.


IX. ACKNOWLEDGEMENT OF CORRESPONDENCE

X. FUTURE MEETING DATES

- A. Monday, August 18, 2014, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.
- B. Monday, August 25, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- C. Monday, September 8, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- D. Monday, September 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.

XI. ADJOURNMENT

Meeting adjourned at 8:45 p.m.



Aimee Shoelles, Secretary