

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Higher Learning Commission Reaccreditation 2015

Henry Ford College has been accredited by the North Central Association of Colleges and Schools, Higher Learning Commission (NCA/HLC) since 1949 and was scheduled for reaccreditation in 2015. A team of peer reviewers trained by the Higher Learning Commission visited HFC on April 27 and 28, 2015 to determine whether the College met the Commission's established criteria for accreditation. Reaccreditation from the Higher Learning Commission is critical to the College as it allows for the receipt of Title IV Federal Financial Aid funds.

In February, 2012, the Board of NCA/HLC finalized new criteria and new models for accreditation that they had been working on over the prior four years. These changes come as a result of increasing pressures from the U.S. Department of Education and other external/public pressures for increased transparency and accountability in higher education. The new criteria for accreditation are:

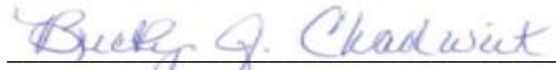
- **Criterion One- Mission –**
The institution's mission is clear and articulated publicly; it guides the institution's operations;
- **Criterion Two- Integrity: Ethical and Responsible Conduct –**
The institution acts with integrity; its conduct is ethical and reasonable;
- **Criterion Three- Teaching and Learning: Quality, Resources, and Support –** *The institution provides high quality education, wherever and however its offerings are delivered;*
- **Criterion Four- Teaching and Learning: Evaluation and Improvement –**
The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement; and
- **Criterion Five - Resources, Planning, and Institutional Effectiveness –**
The institution's resources, structures and processes are efficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

In addition to the five criteria, the College must also meet twenty-one core components and sixty-eight sub components.

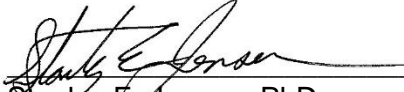
The "Reaccreditation Team" was formed in December 2013 to gather evidence and create an assurance argument that was forwarded to the Commission on March 30, 2015. This cross-functional team included faculty, staff and administrators Reginald Best, Becky Chadwick, Rama Chidambarum, Adam Cloutier, Betsy Cohn, Lisa Copprue, Holly Diamond, Cynthia Eschenburg, Eileen Husband, Paul Fisher, Janice Gilliland, Lori Gonko, Catherine Grahl, Diane Green, Charles Jacobs, Peter Kim, Randy Knight, Tricia Llewellyn, Catherine Marsden, Jim Martini, Tracy Pierner, Gary Saganski, John Satkowski, Kim Schopmeyer, Tim Seguin, Susan Shunkwiler, and Karen Wilmering.

Team members provided a written argument and supporting evidence that illustrates how the College met the criteria for accreditation. Betsy Cohn, English and World Languages faculty member, graciously volunteered to be the main writer of the report and at numerous points throughout the process, the reaccreditation team sought the input and advice of the entire College community.

As a result of the visit, the College has been reaccredited for ten years and has met all criteria for accreditation. The College has been placed on the Standard Pathway, one of the two new models (pathways) for accreditation and is scheduled for another comprehensive visit in 2019.



Becky J. Chadwick
Vice President of Information, Marketing and Effectiveness



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Camp Henry – Summer Camps at Henry Ford College M-TEC

During the summer of 2015, Henry Ford College M-TEC presented Camp Henry, a series of summer camps targeting middle and high school students. This initiative serves to spark an interest in careers that will be available when students are ready, build a pipeline for these programs and provide a community service. Camp Henry featured six camps: Android Applications Camp, Camp 5101 (culinary arts), Camp RN, What STEMs from Here?, It's in the Genes: Unraveling DNA's Secrets, and Project Lead the Way (PLTW). Elizabeth (Libbie) Lamott Rutherford, Manager of Collegiate Partnerships, coordinated these efforts.

The Android App Camp, in its first year, was made possible by generous grant funding from UAW-Ford and the Ford Fund. Henry Ford College hosted 60 students July 13-17, July 20-24, August, 10-14. HFC adjunct instructors Margaret Green and Boris Tuman led this effort. Students learned to build apps from scratch and how to upload them on the Google Play Store. The college will have its own Henry Ford College Google Play Store to house student applications for free download.

Camp 5101, our inaugural culinary arts camp, took place June 15-18. Jeffrey Lao, HFC faculty, lead 17 middle and high school students focused on the farm to fork journey. Students were immersed in cooking fundamentals, safety and different cooking methods. This camp was featured in the Detroit Free Press and the Dearborn Herald.

Camp RN was made possible in partnership with Oakland University and the Star Academy. HFC's nursing division welcomed 26 potential nursing students July 13-17. Peggy Kearney and Erica Sun, HFC faculty, lead students through nutrition, dissection, anatomy and physiology, nutritional science and nursing fundamentals including CPR and first aid. The camp ended with a hospital shadowing experience at Oakwood Hospital.

This was the second year of What STEMs from Here?, made possible in part by grants from the Nuts, Bolts & Thingamajigs Foundation in partnership with Kelly Services and the Dul Foundation. Six middle and high school students joined us July 27-31, 2015. HFC faculty Roger Weekes took students through design and engineering fundamentals, manufacturing, robotics and entrepreneurship. The activities included field trips to the Ford Rouge Plant, Dearborn, MI and Clips and Clamps, Plymouth, MI.

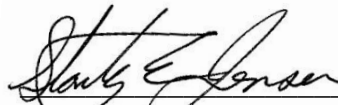
In our second year, It's in the Genes: Unraveling DNA's Secrets, was a camp targeted at middle school girls. Fifteen girls participated (including DNA Camp alum who served as mentors) July 29-31. Cheryl Garrett, Carla Serfas and Christy Ward of HFC's Math and Science Division led students through the roles of DNA in genetics, health and disease, biotechnology and forensics. Lab and field work were highlights of the camp. We were featured in the Dearborn Herald.

Year two of Project Lead the Way (PLTW) Camp was a partnership between Henry Ford College (HFC) and Project Lead the Way. PLTW instructor and Dearborn Schools science teacher Jennifer Gleason led seven middle school students July 20-24. This cohort participated

in a rigorous STEM workshop including problem-solving challenges, the design process, computer-aided design, basic computer programming and robotics.



Tracy Pierner, PhD, PE
Vice President of Academic Affairs



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: China Trip – BBA 290

In August, full-time faculty member Chef Kris Jablonski traveled to China with 11 HFC students as part of a project coordinated by the China Education Association for International Exchange (CEAIE). The PathPro Project is one of the fruits of the fourth round of U.S.-China Consultation on People-to-People Exchange (CPE) co-chaired by Secretary of State John Kerry and Chinese Vice Premier Liu Yan-dong in 2013. The Project aims to build up a sustainable platform for cooperation between Chinese vocational colleges and U.S. colleges and universities, especially through enhancing global perspectives of faculty and students.

As one of the initiatives of the PathPro Project, a two-week program was developed to offer students from the United States opportunities to gain hands-on experience with Chinese students, to explore emerging industries in China, and to witness the charm of a nation with a fast growing economy and a fascinating traditional culture.

The PathPro Project was built on four pillars:

Professional courses, wherein students participate in courses at Chinese vocational colleges through hands-on experiences in a working kitchen environment.

Industry exposure, wherein students visit sites and meet with management of Chinese hospitality enterprises.

City exploration, wherein students explore scenic places in China, such as the Great Wall, the Forbidden City, and so on.

Cultural experience, wherein students are able to emerge themselves into traditional Chinese culture through activities such as vegetable carving.

Chef Jablonski and the students departed from Detroit on August 7 and arrived in Beijing on August 8. In China, the HFC contingent met up with their Chinese counterparts as well as two faculty members and several students from Jackson College in Jackson, MI. Over the course of the next two weeks, they visited the cities of Beijing, Qingdao, Hangzhou, and Shanghai. They participated in cooking demonstrations, visited culturally significant Chinese sites, and formed personal and professional relationships with their Chinese and American counterparts. Chef Kris and his students returned home safely on August 24. They all agreed it was a once-in-a-lifetime experience that they will not soon forget.

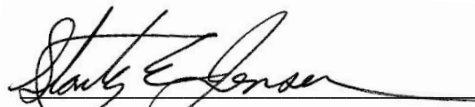
The students on the trip were simultaneously enrolled in BBA 290 – Study Abroad in International Business, a 3-credit course offered by the Business and Computer Technology Division.

The PathPro project office sponsored the event, and the only costs to the students included international flights, visa applications, insurance, and other personal costs. Lodging, food, transportation, and the services of an interpreter were all covered by the CEAIE.

The trip came together very quickly, primarily through the hard work of Chef Eric Gackenbach, Chef Kris Jablonski, Eva Kelly, Lea Sayles, Denise Modrzynski, Dr. Tracy Pierner, and Johnny May (who set up a security briefing with the FBI for students prior to the trip).



Tracy Pierner, PhD, PE
Vice President of Academic Affairs



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Local Strategic Value Resolution

Historically, the state legislature has appropriated funds to community colleges intended to support the general operations of the college. Generally, the appropriation to each community college has been based on a formula. Since 2006, the funding formula has included certain performance measures. This practice continues for the current fiscal year.

For fiscal year 2014-2015, the legislature approved an overall increase in funding to community colleges of approximately 1.6% over the prior fiscal year. The legislation included a formula that allocates the increase to each community college according to categories of performance indicators. The formula allocates 50% of the increase proportionate to the college's appropriation for last fiscal year, 10% based on full-time equated students, 7.5% based on administrative costs, 17.5% based on degrees awarded with certain degrees counting for more, and 15% allocated for local strategic value.

Local strategic value addresses the value the college brings to business and industry in the region and the community the college serves. This measure has been further defined to include three specific sub-categories: economic development and business or industry partnerships; educational partnerships; and community services.


For each sub-category, the legislation lists five relevant best practices. For example, best practices within the sub-category of economic development and business or industry partnerships include active partnerships with local employers and customized on-site training for area companies. Best practices in the educational partnerships sub-category include active partnerships with regional high schools and programs to promote the successful transition to college for traditional age students and for reentering adult students. The community services sub-category includes best practices such as continuing education programs for personal enrichment and professional development as well as community theater, musical ensembles, art galleries, and radio stations.

In order to receive funding under the local strategic value category, community colleges must confirm they meet four of the five best practices listed for each sub-category. The wide range of educational programs and business and industry partnerships at Henry Ford College ensure that HFC readily meets the best practices criteria.

The legislation further requires that the Board of Trustees approve a resolution certifying that the college meets the requirements of local strategic value and submit the resolution to the state budget director by October 1. With the approval of the Board, the resolution for HFC would be submitted as directed by the legislation.



John S. Satkowski
Vice President of Financial Services



Stanley E. Jensen
President

Community Colleges Local Strategic Value Template

Please use this table as a method to succinctly detail what your community college is doing to meet the best practices in each category. Each category is worth one-third of the total amount available for your institution. Your institution must meet 4 out of 5 best practices in a category to receive funding associated with that category.

Best Practices by Category	Examples of Adherence
Category A: Economic Development and Business or Industry Partnerships (must meet 4 of 5)	
<p>(i) The community college has active partnerships with local employers including hospitals and health care providers.</p>	<p>HFC has many partnerships with local employers such as with a consortium of companies that include Inergy Automotive Systems, LLC, New Center Stamping, Proper Group International, EMAG LLC, FTE Automotive USA, Brose North America, ZF North America, Heller Machine Tools, Kostal North America, Detroit Inc., Benteler, Van-Rob, Borg-Warner, ZF, K & S Services, Klingelberg and the Michigan Economic Development Corporation in the Michigan Advanced Technical Training program. The ASSET program is a partnership with Ford Motor Company to train auto repair technicians for Ford dealerships. HFC is a HAAS Center which trains students on HAAS CNC equipment. Our CISCO Academy prepares students for industry networking certifications.</p> <p>Partnerships in the health care field include our consortium with Henry Ford Health Systems and Dearborn Public Schools for the HFC Early College in Health Careers which graduated its first class in May 2012. HFC has also partnered with Henry Ford Health Systems in a collaborative educational relationship in the Ophthalmic Technology program. Beaumont Health, Detroit Medical Center, Trinity Health, University of Michigan and many other hospitals and clinics for nursing and health career clinical sites</p> <p>HFC has launched two new early college/dual credit academies in cooperation with Ford Motor Company. The first is a collaboration with the Downriver Career and Technology Consortium and Ford Motor Company's Flat Rock Assembly Plant. The second is our second on campus Henry Ford Early College – Advanced Manufacturing in</p>

Best Practices by Category	Examples of Adherence
	<p>collaboration with Dearborn Public Schools and Ford Motor Company’s Next Generation Learning initiative.</p> <p>HFC has established partnerships through the Biotechnology Program that include internships in biotechnology laboratories that are required for students in our Biotechnology AAS Program, so HFC has many partnerships with regional biotechnology employers, including Enzo Life Sciences, NSF International, and Wayne State University.</p>
<p>(ii) The community college provides customized on-site training for area companies, employees, or both.</p>	<p>The College has provided customized on-site training for many regional companies. Most recently, this includes training programs at the Ford Michigan Assembly Plant and Severstal North America. Working with a consortium of colleges, HFC assisted with the development of the AMTEC training program for auto workers that will be offered nationally to auto companies. Most recently, HFC was award a Department of Labor grant to develop a new learning paradigm that integrates competency-based learning into training and educational modules to enhance employee training programs for companies and colleges.</p> <p>HFC has launched and Industrial Sewing program in collaboration with the Detroit Garment Group and Michigan Economic Development Corporation and three other community colleges. As part of this initiative, several employers, Lear Corporation, Magna, Shinola, and TDL have actively engaged in the development of the curriculum, provided training equipment and supplies to support classroom training. These companies have also made their facilities available for student visits to observe the work being done in the cut and sew industry.</p> <p>The Workforce and Professional Development Division have collaborated with SEMCA – Michigan Works (highland Park Office) in conducting advance manufacturing awareness workshops to assist small and medium size companies recruit new workers. These workshops are conducted for unemployed persons registered with Michigan Work, who are seeking employment in manufacturing, They are provided assistance in completion of job applications, and provided information on the needs for skilled workers. They are also given information on programs offered at the College</p>

Best Practices by Category	Examples of Adherence
	<p>that could enhance their employment opportunities. Over 300 persons have participated in these workshops over the past school year. Each workshop focuses upon actual companies hiring workers at that time, and individuals are referred to the employer for consideration.</p> <p>Customized training has been provided for such companies as AK Steel, Diversified Chemical Technology, Henkel Chemical, Martinrea Hot Stamping, and CMS Energy, and CMS Energy the parent company of Consumers Energy.</p>
<p>(iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.</p>	<p>The Michigan Technical Education Center (M-TEC) and Workforce and Professional Development Division at HFC is supporting small businesses through training, program development, and professional development opportunities.</p>
<p>(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.</p>	<p>HFC operates an MTEC supporting the needs of the business community. HFC has had an M-TEC in place since 2002 which meets the technological advancement best practice.</p>
<p>(v) The community college has active partnerships with local or regional workforce and economic development agencies.</p>	<p>HFC has worked with workforce and economic development agencies through programs such as Pathways Out of Poverty with the Department of Labor and Southwest Solutions. The Detroit GreenWorks Solutions Program was a collaboration with United Way and WARM. The Earn and Learn Program was a partnership with ACCESS and the Detroit Workforce Board.</p> <p>HFC has active partnerships with SEMCA, DESC, Detroit Regional Chambers of Commerce, DEGC, SEMCOG, Detroit Jobs Alliance, Livonia Chamber of Commerce, Dearborn Area Chambers of Commerce. In addition, HFC is a member of the Workforce Intelligence Network.</p> <p>The College is in its 3rd year in collaboration with the Detroit Scholarship Fund (DSF), putting in place retention and success initiatives that encourage completion among HFC students who are DSF recipients.</p> <p>The Workforce Division conducts workshops throughout the year to assist employers develop grants from various public and private funding sources supporting workforce skill development. Fifteen companies have participated in</p>

Best Practices by Category	Examples of Adherence
	<p>this event during the past four months.</p> <p>In 2014, the Workforce Development Division partnered with UAW-Ford to provide test taking preparation workshops for over 700 unemployed persons in the Detroit area taking the Ford Motor Company employment test.</p> <p>In addition HFC is one of the lead community colleges in the development of the MAT2 educational initiative, Industrial Sewing, and Transportation, Distribution and Logistics in partnership with MEDC, local workforce agencies, and businesses.</p>
Category B: Educational Partnerships (must meet 4 of 5)	
<p>(i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, direct credit, middle college, or academy programs.</p>	<p>HFC and Dearborn Public Schools have partnered to offer a new Collegiate Academy and an Early College focused on health careers. In May 2012, we had our first graduates from the HFC Early College. Our Paramedic program at Trenton High School continues to provide criminal justice and emergency medical technician education.</p> <p>HFC has launched three new early college/dual credit academies in cooperation with Ford Motor Company. The first is a collaboration with the Downriver Career and Technology Consortium and Ford Motor Company's Flat Rock Assembly Plant. The second is our second on campus Henry Ford Early College – Advanced Manufacturing in collaboration with Dearborn Public Schools and Ford Motor Company's Next Generation Learning initiative. Finally, we have launched an Early College with the Advanced Technology Academy.</p> <p>In addition, HFC has become the first Project Lead the Way Community College in the state of Michigan and is pursuing an Engineering Academy with Dearborn Public Schools. These programs are built on a strong dual enrollment relationship with our local school district.</p> <p>Further, HFC is a CISCO regional academy which coordinates CISCO networking instruction for area high schools.</p>
<p>(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or</p>	<p>The College works to provide enrichment programs for area K-12 students through a variety of programs including various academic and sports camps.</p>

Best Practices by Category	Examples of Adherence
<p>after-school programming, or science Olympiad.</p>	<p>The Political Issues Conference draws over 500 high school students and the Business Professionals Association competition brings nearly 800 high students to campus. The CISCO Olympics encourages high school students to compete in a day of networking games and exercises. The College planetarium hosts hundreds of area K-12 students for seasonal shows.</p> <p>Beginning in Summer 2014, HFC conducted two summer camps dedicated to STEM and a unique DNA Camp. In Summer 2015, HFC expanded to 9 summer camps. In addition, our faculty have reached out to our community with participation Science Fair Research Projects and judging with the Dearborn Center for Math, Science, and Technology. HFC Science Faculty provide resources and guidance for local high school students engaging in independent research projects.</p> <p>Every Winter term, approximately 60 High school students participated in the college’s symphony band.</p>
<p>(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.</p>	<p>The College promotes successful transition to college for traditional age students through many initiatives. With the Achieving the Dream grant, the College developed a transition to college program that works directly with high school students and included special courses designed to prepare them for college. The HFC Office of Secondary Partnerships works with area high schools to smooth the admission process to career and technical programs.</p> <p>HFC created two mentoring programs to assist at risk students and women pursuing STEM fields to succeed and complete college.</p> <p>Additionally, HFC has developed a series of workshops that are used to assist and prepare students for placement tests to sharpen their skills and properly place them in their chosen field of study. For student who are unable to place into college-level English classes, the Workforce and Professional Development Division offers low-cost, non-credit literacy training.</p> <p>HFC has launched a complete First Year Experience program for our at risk college students based on its</p>

Best Practices by Category	Examples of Adherence
	successful Inside Track initiative.
<p>(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation, GED testing, or recruiting, advising, or orientation activities specific to adults.</p>	<p>Through a Center for Working Families grant, adults returning to college were supported by programs such as those providing special assistance to improve the likelihood they will graduate and obtain a job. The program was a partnership with United Way and ACCESS in which these agencies referred prospective students to the College and provided important support services to improve retention.</p> <p>The Office of Military and Veterans Services offers assistance to help veterans as well as active military and their families enroll and succeed at HFC.</p> <p>HFC M-TEC provides GED testing services. The Office for Workers In Transition provides transitioning support services for adults working with the workforce system.</p>
<p>(v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.</p>	<p>Successful transfer of HFC students to 4-year colleges and universities is supported by articulation agreements that guarantee our credits will transfer. Further, HFC has 3 + 1 programs in place in which a student completes three years toward a four year degree at HFC then transfers for the final year which improves graduation rates and reduces the cost of a college education for the student. At present, HFC has agreements with 5 universities, 3 of which occupy HFC's new University Center. Students who have achieved 90 credits can now complete their senior year, in specific programs, on the HFC campus through Sienna Heights, Madonna and Eastern University.</p> <p>Bridge 3 + 1 programs in place with Wayne State University and U of M–Dearborn smooth the way for transferring students and provide special support services to ease the transition.</p> <p>Students in the HFC Honors Program have received numerous scholarships to 4-year colleges and universities including Connecticut College, U of M Ann Arbor, University of Wisconsin Madison and Harvard, to name a few. Our new articulation with Wayne State University allows for our Honors Program graduates to receive a scholarship and guaranteed acceptance into the Honors College at Wayne State University with Junior</p>

Best Practices by Category	Examples of Adherence
	<p>standing.</p> <p>HFC has partnered with the Michigan Center of Student Success and its Credit When Its Due initiative and has successfully created two reverse transfer agreements with the state's universities. Additionally, HFC was selected to join the first cohort to pilot the Guided Pathways Initiative which will hopefully increase student success and completion rates.</p> <p>HFC has launched a University Center with three new partners; Siena Heights University, Madonna University, and Eastern Michigan University.</p>
Category C: Community Services (must meet 4 of 5)	
(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.	The College has a robust continuing education program in the Workforce and Professional Development Division which provides classes that are focused on workforce preparedness, business development, and professional development.
(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.	In addition to a wide range of community focused programs, the College offers opportunities for community members to engage in personal enrichment activities through participation in community theater, as well as community vocal and instrumental ensembles. The college also offers a variety of courses in the areas of ceramics, art, sports, fitness, dance, and wellness.
(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations.	<p>HFC facilities offer many enrichment opportunities which include the College library, visual arts shows in the Sisson Gallery, our cable television station, and our radio station, WHFR.</p> <p>The Dearborn Symphony and the Dearborn Summer Chorus rehearse at the college each year. HFC conducts public shows in our planetarium that draw from K-12 students as well as community members.</p>
(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.	The College supports the wellness of our community through our fitness, sports, and dance classes and through an open Fitness Center. HFC offers a hiking and biking pathway at the western edge of the campus that extends from Dearborn to Northville.

Best Practices by Category	Examples of Adherence
<p>(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.</p>	<p>HFC hosts and supports a wide variety of community service activities for students, staff, and community members. Students participate in service learning that is integrated into their course work. Students, faculty, staff, and community members participate in volunteer activities that include Make a Difference Day, MLK Service Day, and other days of service, to name a few. Honors Program students and student athletes are required to participate in volunteer service and the Community Service Student Club is one of the most active on campus. All faculty now participate in community service as part of the latest bargaining agreement.</p> <p>The Health Sciences Division holds a flu clinic for faculty, staff, administrators and students. The Ophthalmic Program assists with eye exams at Focus Hope and the Respiratory Therapy Program participates in “Climb for Air” with the American Lung Association annually. The Student Nurse Associated has over 100 members and participates in many community service activities. HFC hosts the Michigan Ophthalmic Personnel Society (MOPS) meeting each year.</p>

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Changes to Public Records Policy 7250

Policy Type: Public Relations

Amendments to the Michigan Freedom of Information Act went into effect on July 1, 2015. The College created a FOIA web page in response to the revised law and recommends changes to Policy 7250 entitled Public Records Policy to reflect the revised law.

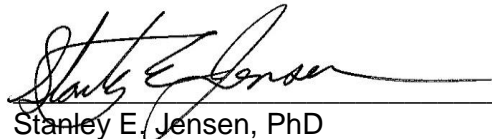
The Policy Committee has reviewed the revised policy (Attachment A) and requests it be presented to the Board of Trustees for approval.

RECOMMENDATION:

The College administration recommends that the revisions to Public Records Policy 7250 be approved.



Eileen K. Husband
Vice President, Legal Services



Stanley E. Jensen, PhD
President

Policy

Henry Ford College

Board of Trustees

PUBLIC RELATIONS

Policy 7250

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PUBLIC RECORDS

The Board of Trustees recognizes the College's responsibility to maintain the public records of this College and to make them available, as requested, to the public as required by the Michigan Freedom of Information Act.

The public records obtainable under FOIA are defined as writings prepared, owned, used, in the possession of, or retained by this College in the performance of an official function, from the time it is created with certain expectations.

Any person may make a request for public records of the College,

and the College will respond appropriately in a timely manner. If the request is denied in whole or part, the College will provide an explanation for the denial. The person may copy or receive copies of the public record(s) requested. The College shall respond to such requests, after it is determined that the five (5) days response time can be met. A one (1) time ten (10) business days extension to respond is available, if the response requires extra time for searching and responding to the request.

The College may charge a fee for the labor associated with preparing the request, including the search, examination, review and separation/redaction of exempt material. They may also charge for copying costs and mailing of the records. No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting, in the performance of his/her office duties, any record of this College, except for documents protected under the Family Education Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the Social Security Privacy Act, the Bullard-Plawecki Act, the Michigan Open Meetings Act, and others.

The President shall establish and publish procedures and guidelines to ensure proper compliance with the intent of this policy and FOIA. The President may designate an employee of the College to act on his behalf, as the FOIA Coordinator, to accept, process and determine responses to FOIA requests for Henry Ford College's public records, and to update procedures and guidelines to ensure proper compliance with the intent of this policy and FOIA.

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Food Service Equipment – Pastry Kitchen
Sealed Bid #16666

The faculty of the Business and Computer Technology Division requests a contract for the purchase of food service equipment. This equipment will be used by students in the Culinary Arts & Hospitality program and is an integral part of the Pastry Kitchen renovation project in the Culinary Arts and Student Center. The purchase includes portable pan racks, storage shelving, refrigerator shelving, and customized work tables, wall cabinets and wall shelves.

Bids were solicited under Sealed Bid #16666. The bid results are tabulated below:

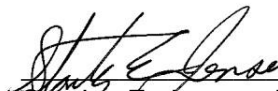
Great Lakes Hotel Supply	\$ 71,100.00
Stafford Smith	86,696.68
All Things Restaurant	No Bid
Douglas Equipment	No Bid
Burkett Restaurant Equipment	No Reply
Edward Don & Company	No Reply
Gold Star Products	No Reply
Peoples Restaurant Equipment	No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to Great Lakes Hotel Supply in an amount not exceed \$71,100 for the purchase of food service equipment, in accordance with the specifications of Sealed Bid #16666.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Kingfisher Bluff Deck Repairs
Requisition #16818

The Chief Information Officer and Director of Facility Services requests a contract for the labor, materials, equipment and services necessary to repair the Kingfisher Bluff Deck. The deck, located at the northwest corner of campus overlooking the Rouge River, was installed in 2009 as part of the Kingfisher Bluff Bank Stabilization and Scenic Overlook Project. Over time, the deck structure became unstable which forced the College to close the deck due to safety concerns. Under this contract, the contractor shall remove the existing wood joists and decking and replace it with a 4" thick, stamped, reinforced concrete deck on top of a crushed stone base. The existing railings shall remain.

Emergency quotes were requested from qualified concrete and landscaping companies. The results are tabulated below:

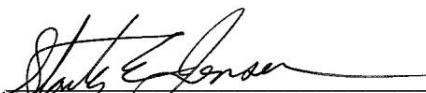
C & G Cement	\$ 28,420
D & G Cement	30,000
Todd's Services	39,960

RECOMMENDATION:

The College administration recommends the award of a contract to C & G Cement in the amount of \$28,420 for Kingfisher Bluff Deck Repairs, in accordance with C & G Cement's proposal dated August 25, 2015.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Engineering Services: North Loop Primary Electrical Upgrade – Phase 4

The Chief Information Officer and Director of Facility Services requests a contract for the professional engineering and design services necessary for the fourth phase of the north loop primary electrical upgrade project on the Main Campus. This work is a continuation of a project started in 2005 when the south loop was upgraded from 4.8kV to 13.2kV electrical service. The north loop conversion began in February 2014. Phase 4 includes extending the 13.2kV electrical service from the Library Building to the Power House and replacing associated cables, feeders, transformers, switches and other equipment. The original north electrical loop is unreliable due to age and deterioration and it has no capacity to add electrical service in the buildings it serves. The engineering firm will provide the following services: design and engineer electrical systems; attend project kick-off, 50% and final review, and pre-bid meetings; analysis of existing building drawings; estimate probable construction costs; develop bidding plans and specifications; and perform associated bid and construction phase services.

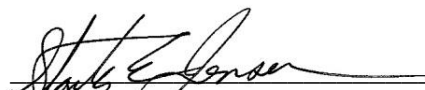
Peter Basso Associates, Inc. provided a quote for the above services in the amount of \$24,400. Peter Basso Associates is the engineering firm used on the south loop electrical upgrade project and the first three phases of the north loop project. They have performed well on the previous jobs and are prepared to begin the next phase immediately. A sole source award is requested in accordance with Board Policy #2110 which sets the bid threshold for architectural and design services, currently at \$365,056.

RECOMMENDATION:

The College administration recommends the award of a contract to Peter Basso Associates, Inc. for Engineering Services for the North Loop Primary Electrical Upgrade – Phase 4 in the amount of \$24,400, in accordance with Peter Basso Associates' proposal dated July 16, 2015 and Board Policy #2110.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: 2015-2016 Fiscal Year Marketing Media Buys

The Director of Marketing and Communications requests contracts for marketing media buys for the 2015-2016 fiscal year. A variety of marketing media buy efforts have been designed to sustain and expand on the HFC FutureDriven brand established in 2014, increase the number of impressions (i.e., the number of individuals who see, interact, and engage with HFC marketing elements, such as television, digital, print, email, etc.) over the previous year, and spur additional enrollment numbers.

Last year, the College reached 32 million individuals through a marketing media buy investment of approximately \$700,000. This year, HFC will invest \$861,000 in marketing efforts, which will provide approximately 51 million impressions via the following three flights: July-August for fall 2015, November 2015-January 2016 for winter 2016, and March-April 2016 for spring/summer 2016. The Office of Marketing and Communications purchases radio, television, digital and other buys based on the unique audience demographic and market segment that each media buy vendor reaches. As a result, these direct purchases help the College reach dual enrollment students, recently graduated high school students, young adults, previously admitted but not enrolled students, and other potential students who may be interested in enrolling at HFC. This effort also includes continuation of our agency contract with Interact Communications, which aided HFC with marketing research and collateral development for television, radio, billboards, digital and print elements. Finally, the College saves 15-20% on marketing media purchases by buying directly and avoiding the additional markups and charges added by the third-party agencies that were previously used.

The College's marketing media partners for the current year include:

- School Life Newspaper: Troy and Dearborn
- Heritage Media/Digital First
- Vocus Media Distribution Service & Tracking
- Interact Communications (Three-Year Contract)
- Mackinac Conference 2016
- Total Traffic Sponsored Weather Report on Radio
- Pandora Radio
- MCCA – “You’ve Got This” Campaign (Year 2)
- Yemeni American News
- Arab American News
- Times-Herald (Bewick Publication)
- CBS Radio
- Comcast/AT&T
- Outfront Media Billboards
- IHeart Radio
- Facebook Content Marketing (for boosted posts)
- Professional Photo Shoot
- College Guides, Other Print and Online Media

The following table lists the 2015-2016 Marketing Media Buy Recommendations for Henry Ford College for fall, winter and spring/summer that exceed the threshold for Board approval.


Marketing Media Vendor	Description of Media Buys	Amount
Heritage Media/Digital First	Email blasts, 2 print ads/month, digital targeted ad display.	\$34,620
Interact Communications	Three-year contract for billboards, radio, television, program videos, etc. Amount is for 2015-2016.	\$142,975
Total Traffic Sponsored Weather Report on Radio	HFC-sponsored weather reports on all major radio stations in SE Michigan.	\$27,000
Pandora Radio	Personalized radio play lists where HFC can offer marketing information.	\$61,087
CBS Radio	Digital, Inet, on-air spots, b-roll video.	\$180,405
Comcast/AT&T	TV spots, banner ads, CSV.	\$122,897
Outfront Media Billboards	Billboards in SE Michigan.	\$77,000
IHeart Radio	Digital, Inet, on-air spots, b-roll video.	\$135,215
	Total	\$781,199

RECOMMENDATION:

The College administration recommends the award of contracts to Heritage Media/Digital First in the amount of \$34,620; to Interact Communications in the amount of \$142,975; to Total Traffic Sponsored Weather Report on Radio in the amount of \$27,000; to Pandora Radio in the amount of \$61,087; to CBS Radio in the amount of \$180,405; to Comcast/AT&T in the amount of \$122,897; to Outfront Media Billboards in the amount of \$77,000; and to IHeart Radio in the amount of \$135,215 for the purchase of marketing media buys in fiscal year 2015/2016.



 John S. Satkowski, JD
 Vice President of Finances and Auxiliary Services



 Stanley E. Jensen, PhD
 President

STAFF RECOMMENDATIONS

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

Other Severance (A-3)

Richard Butzier, Facilities Associate, Facility Services, effective 9/4/15.

Appointment (B-3)

Amy Barry, 4717 Ennismore Drive, Clarkston, 48346, Instructor, Health Science Division, \$57,951, MA, Step 4, effective 8/25/15, 10 Month; BS degree from Central Michigan University with a major in education, BSN degree from the University of Detroit Mercy with a major in nursing, MSN degree from the University of Detroit Mercy with a major in nursing education.

Gary Bleasby, 3964 Detroit, Dearborn Heights, 48125, Facilities Associate, Facility Services, \$12.28 per hour, Step 1, effective 8/24/15, 12 Months.

Wanda Chukwu, 29238 Autumn Ridge, Farmington Hills, 48334, \$60,221 (prorated), MA+30, Step 4, effective 8/25/15, 10 Months; AS from Minneapolis Community College with a major in nursing, BA from Spring Arbor University with a major in management and organizational development, MA from Spring Arbor University with a major in management and organizational development, MSN from the University of Phoenix with a major in nursing. This is a temporary, full-time assignment for the fall 2015 semester.

Reilene Eckert, 21217 8 1/2 Mile Road, Southfield, 48075, Instructor, Health Sciences Division, \$50,793 (prorated), LMA, Step 4.5, effective 8/25/15, 10 Months; BS degree from University of Detroit Mercy with a major in nursing. This is a temporary, full-time assignment for the fall 2015 semester.

Sarah El Khatib, 6156 Yinger Avenue, Dearborn, 48126, Enrollment Associate III, Enrollment Services, \$16.51 per hour, Step 2, effective 8/31/15, 12 Months.

Joel Geffen, 1245 Creal Crescent, Ann Arbor, 48103, Religious Studies Instructor, Social Science, Arts and Fitness Division, \$64,761, PhD, Step 4, effective 8/25/15, 10 Months; BA degree from the University of New Mexico with a major in history, MA degree from Central Washington University with a major in resource management, MA degree from Central Washington University with a major in comparative religion and mythology, PhD degree from the University of California, Santa Barbara with a major in religious studies. This is a temporary, full-time assignment for the 2015-2016 academic year.

Troy Gibson, 45174 Mayo Drive, Northville, 48167, Enrollment Associate II – Call Center, Enrollment Services, \$14.33 per hour, Step 1, effective 8/31/15, 12 Months.

Troy Gibson, Jr., 135 First, Wyandotte, 48192, Facilities Associate, Facility Services, \$12.28 per hour, Step 1, effective 8/24/15, 12 Months.

Jerry Graff, 620 S Laurel, Royal Oak, 48067, Trades Instructor, Industrial Technology, \$48,729 (prorated), LMA, Step 4, effective 8/25/15, 10 Months; AS degree from Henry Ford College with a major in electrical/electronics, BA degree from Baker College with major in business leadership. This is temporary, full-time assignment for the fall 2015 semester.

Appointment (B-3) (continued)

Margaret Green, 735 Elmwood Street, Dearborn, 48124, \$64,143 (prorated), MA, Step 5.5, effective 8/25/15, 10 Months, BGS degree from The University of Michigan, Dearborn, with a major in general studies, MA degree from the University of Phoenix with a major in adult education. This is a temporary, full-time assignment for the fall 2015 semester.

Angela Griffin, 12030 Stahelin, Detroit, 48228, Cashier (Part-Time), Skylight Café, \$9.36 per hour, Step 1, effective 8/26/15, 10 Months.

Dianne Heiss, 6672 Shadowlawn Street, Dearborn Heights, 48127, Payroll Associate, Financial Services, \$19.51 per hour, Step 4, effective 8/24/15, 12 Months.

Jenaca Jerome, 7960 Oakville Waltz Road, Belleville, 48111, Lab Associate II – Nursing, Health Sciences Division, \$16.31 per hour, Step 4, effective 9/15/15, 11 Months.

Jordan Lesinski, 14592 Arlington, Allen Park, 48101, Manufacturing Systems Instructor, Industrial Technology, \$44,601 (prorated), LMA, Step 3, effective 8/25/15, 10 Months; AS degree from Henry Ford College with a major in manufacturing productivity systems, BS degree from Wayne State University with a major in mechanical engineering technology. This is a temporary, full-time assignment for the fall 2015 semester.

Shirley Mata, 1203 Arbor Avenue, Monroe, 48162, \$57,951 (prorated), MA, Step 4, effective 9/8/15, 10 Months, AS degree from Monroe County Community College with a major in nursing, BS degree from Eastern Michigan University with a major in nursing, MS degree from Eastern Michigan University with a major in nursing.

Kushum Prasad, 14942 Collingham, Detroit, 48205, \$60,221 (prorated), MA+30, Step 4, effective 8/25/15, 10 Months, BS degree from Wayne State University with a major in biological studies and chemistry, MA degree from Wayne State University with a major in secondary education, MA degree from Wayne State University with a major in mathematics. This is a temporary, full-time assignment for the fall 2015 semester.

Christie Simonson-Bloomfield, 34012 Barton, Westland, 48185, \$57,951 (prorated), MA, Step 4, effective 8/25/15, 10 Months, BS degree from Eastern Michigan University with a major in English and American Literature, MA degree from Eastern Michigan University with a major in written communication. This is a temporary, full-time assignment for the fall 2015 semester.

Tasneem Sous, 3878 Miller Street, Hamtramck, 48211, \$45,567 (prorated), MA, Step 1, effective 8/25/15, 10 Months, BS degree from The University of Michigan, Dearborn with a major in mathematics, MA degree from Wayne State University with a major in applied mathematics. This is a temporary, full-time assignment for the fall 2015 semester.

Reappointment to Professional Staff (C-3)

Mark Watson, Industrial Technology Instructor, Automotive Instructor, effective 8/25/15; REASON: Reappointment to temporary, full-time faculty for the fall 2015 semester.

Salary Change of Status (D-3)

Alan Stetz, from Library, Library Associate I, Part-Time, 12 Months, to Library Associate I, Full-Time, Library, 12 Months, effective 9/8/15.

Change of Classification (E-3)

Kimberly VanOrden, from Facility Services, Facilities Associate, to Logistics Associate, Purchasing, effective 9/8/15, \$18.26 per hour, \$0.65 Long, \$0.72 Increase, total \$19.63 per hour, Step 10, 12 Months.