

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Guided Pathways

What is Guided Pathways?

Guided Pathways” is the name given to a specific approach to restructuring community college processes in such a way as to promote student success, where success is measured by how quickly and effectively students are able to complete their goals, as *they* define them. This reform model is the result of decades of research by many different individuals and organizations. That research is summarized well in the book--Redesigning America’s Community Colleges--by Bailey, Jaggars, and Jenkins. The book contrasts the redesigned “Guided Pathways” college with what the authors call the “cafeteria model” community college. Most colleges in the US are built according to the cafeteria model: they offer lots of options for students and provide little if any guidance or support to students in making choices. The result has been that students nationwide have floundered in community colleges, racking up huge amounts of credit and debt, burning through financial aid, and often having very little to show for it.

How/when Did HFC Become Involved?

HFC was accepted into the 1st Cohort of The Guided Pathways Institute with a group of 11 other Michigan community colleges in January of 2015. The institute is sponsored by the Michigan Center for Student Success within the Michigan Community College Association. To be accepted into the first cohort, a team of HFC Faculty, Staff, and Administrators were required to complete a self-assessment. In doing the assessment, it was apparent that HFC was already moving forward on many of the elements that are frequently highlighted and endorsed in the Guided Pathways literature, such as course sequencing, accelerated developmental Math and English classes, AS programs in Pre-Health careers, the First Year Experience, among so many other great projects.

A leadership structure was developed as directed by Dr. Tracy Pierner, Vice President for Academic Affairs and Dr. Lisa Copprue Vice President of Student Affairs. Dr. Paul Fisher, Associate Dean and Ms. Kyrsten Rue, faculty member serve co-leaders for the Initiative. They developed leadership and planning teams that include a Steering Committee and 6 sub-committees, which include; Meta-Majors, Sequencing/Mapping, Intake, Developmental Education, Keeping on the Path, and Transfer.

What expectations come with participation in the Michigan Guided Pathways Institute?

Participation in the Michigan Guided Pathways Institute begins with program mapping, defining default course sequences and prescribing appropriate general education and elective course options. There should be a clear academic road map outlined, by program for part time, full time, college ready and those requiring preliminary developmental work. Additionally and at a minimum the pathways design should include:

- Clearly specified advanced education and/or employment goals for every program

- A full-program curriculum map with a default semester-by semester sequence of courses to complete the program
- Exploratory or “meta-majors’ to help entering students choose a program of study, identification of critical courses and other milestones students are expected to attain in each semester
- Program learning outcomes aligned with the requirements for success in further education and employment, with necessary assessment strategies in place
- Policies for intentional advising at intake to assist students in selecting a program that is right for them
- Policies to provide timely feedback to students when they meet benchmarks or get “off track” in their selected program

The inclusion of technology and support activities are critical to the success of Guided Pathways. Many of these new, resurrected or modified initiatives help students properly state intent for major and career, get on the path toward their degree, develop meta cognitive skills and to develop coping tools to stay on or get back on the path until they transfer successfully or graduate.

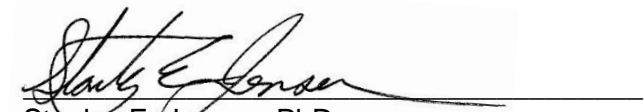
Over the next 18 months, the Board will be provided with updates on the progress toward implementation of the Guided Pathways Initiative and the implementation and success data of support initiatives that will help students identify a major and career and to stay on the path, avoiding stop outs, course failures and taking unnecessary credits. Once the initial pathways structure is in place, continued refinement and strengthening of the initiative is expected.



Lisa Copprue, PhD
Vice President of Student Affairs



Tracy Pierner, PhD, PE
Vice President of Academic Affairs



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: Haas CNC Machining Equipment

The faculty of the Industrial Technology Division requests a contract for the purchase of Haas CNC machining and turning centers and related accessories. The equipment in this request includes (1) Haas ST-20SS CNC Turning Center with Live Tooling and Bar Feeder, (1) Haas VF-2SS Vertical Machining Center, (2) Haas TM-1P Vertical Machining Centers, and (2) Haas TL-1 Manual/CNC Turning Centers. Students will use these machines in the Machine Tool Technology CNC-CAD Lab. By enhancing the quality and quantity of technology on campus, the College can better prepare students to enter a skilled and talented workforce, deliver state of the art training to businesses, and expand its skilled trades programs. Haas Automation, Inc. is the sole manufacturer of this equipment and their exclusive distributor in Michigan is Gerotech, Inc. The College requests a sole source award.

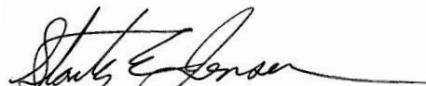
The list price of these machines and accessories, including shipping, totals \$369,470. After educational discounts of \$53,791 from the manufacturer and distributor, the College's cost for this equipment totals \$315,679. The Michigan Community College Skilled Trades Equipment Fund will reimburse the College for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Gerotech, Inc. for \$315,679 to purchase Haas CNC machining and turning centers and related accessories, in accordance with Proposal 1082016-4-RW dated January 8, 2016.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: Engine and Chassis Dynamometers

The faculty of the Industrial Technology Division requests a contract for the purchase of one (1) Air Cooled Eddy Current Engine Dynamometer Model MD-ED140-10 and one (1) AWD Chassis Dynamometer System Model MD-AWD-150-SE as manufactured by Mustang Dynamometer. Students will use these machines in the Automotive Technology Engine and Chassis Dynamometer Labs. By enhancing the quality and quantity of technology on campus, the College can better prepare students to enter a skilled and talented workforce, deliver state of the art training to businesses, and expand its skilled trades programs. Mustang Dynamometer is the sole manufacturer and exclusive distributor of this equipment. The College requests a sole source award.

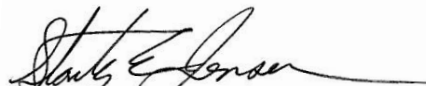
After educational discounts from the manufacturer, the cost for both dynamometers, associated equipment, software, supplies, shipping, installation and training totals \$116,000. The Michigan Community College Skilled Trades Equipment Fund will reimburse the College for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Mustang Dynamometer for \$116,000 to purchase Engine and Chassis Dynamometers and related accessories, in accordance with Quote #150115K-K dated September 15, 2015 and Quote #151108A-K-2 dated September 25, 2015.



John S. Satkowski, JD
Vice President of Financial Services



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CONTRACT AWARD

SUBJECT: Thermotron Refrigeration Trainers

The faculty of the Industrial Technology Division requests a contract for the purchase of ten (10) Thermotron Model S-4-T Refrigeration Trainers. Students will use this equipment in the Energy Technology HVAC Lab. The Thermotron trainers allow students to build functional refrigeration and heating systems in a safe classroom environment. Students with a wide range of skill sets and experience levels, from the beginner to intermediate and advanced levels, will use the trainers to learn how to troubleshoot and repair a range of heating and cooling system failures or faults. By enhancing the quality and quantity of technology on campus, the College can better prepare students to enter a skilled and talented workforce, deliver state of the art training to businesses, and expand its skilled trades programs. Thermotron Industries is the sole manufacturer and exclusive distributor of this equipment. The College requests a sole source award.

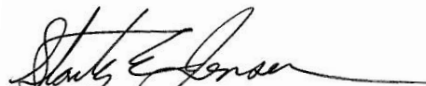
The College's educational price for the ten trainers, including shipping, totals \$130,985. The Michigan Community College Skilled Trades Equipment Fund will reimburse the College for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Thermotron Industries for \$130,985 to purchase ten (10) Thermotron Model S-4-T Refrigeration Trainers, in accordance with Quote #116043 dated January 7, 2016.



John S. Satkowski, JD
Vice President of Financial Services



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CONTRACT AWARD

SUBJECT: Riverbed Network Application Accelerators

The faculty of the Business and Computer Technology Division requests a contract for the purchase of two (2) Riverbed SteelHead CX770 Applications Accelerators and associated software and support. Students will learn how to monitor network traffic and better protect data and voice networks when using this equipment in the Computer Information Systems networking lab. Enterprises use application accelerators to speed the transfer of data and applications over their wide area networks (WANs) to remote sites and data centers. Riverbed Technology, the sole manufacturer of the SteelHead CX770 Applications Accelerator, has given Collaboration Systems Group, their local Michigan dealer, exclusive discounted pricing for this purchase. The College requests a sole source award.


The cost for all equipment, software, support, and shipping totals \$29,985.54. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Collaboration Systems Group for \$29,985.54 to purchase two (2) Riverbed Application Accelerators, in accordance with Quote #AAAQ4839 dated January 8, 2016.



John S. Satkowski, JD
Vice President of Financial Services



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CONTRACT AWARD

SUBJECT: Moodle Learning Management System

The College administration requests a contract with eThink Education, LLC for a Moodle learning management system (LMS) and for associated implementation services, hosting services, support services and training. Moodle is an open-source, customizable, and scalable learning platform designed to provide students, faculty, and administrators with a robust, secure and integrated system to develop and deliver online courses and provide online functionality for on-campus courses. HFC began using the Moodle LMS in April 2012. The contract with the current provider, Blackboard (formerly Moodlerooms) will expire in June 2016.

In May 2015, the Instructional Technology Committee (ITC) began researching the LMS platforms used by other Michigan community colleges and identified four potential providers for evaluation - Blackboard, Canvas, Desire2Learn, and Moodle by eThink Education. In September 2015, the ITC invited those firms to make on-campus presentations of their systems and services. The demonstrations were open to all faculty and Associate Deans. Blackboard declined to participate in the demonstration and did not respond to requests for a webinar. Moving forward with the other three firms, the ITC continued with the evaluations that included the live presentations, an opportunity for faculty and staff to use each of the LMS products on a trial basis for two months, and surveys of user feedback and experience. After completing its assessment of the strengths and weaknesses of the different platforms, including functionality, ease of use, vendor support, integration into the Colleague student system, and cost, the ITC recommended Moodle by eThink Education as the preferred LMS.

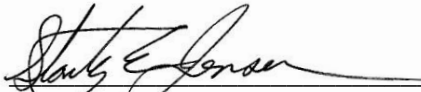
The proposed contract with eThink Education is a five-year agreement with the first year being January 20, 2016 through June 30, 2017. A one-time charge for implementation services totals \$7500. The first year cost for hosting and supporting the Moodle LMS totals \$72,000. In years two through five, the cost escalates by 4% per year. By the fifth year of then contract, ending June 30, 2021, the annual cost for services would total \$84,230. In comparison, the annual cost for the current and final year of the existing Moodle contract totals \$88,700.

RECOMMENDATION:

The College administration recommends a contract award to eThink Education, LLC for a five-year agreement totaling \$397,475 for the implementation, hosting, and support of a Moodle learning management system.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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BOARD REPORT

SUBJECT: Financial Institution Designations and Practices

Designation of Depositories

RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, and PNC Bank be and they are hereby designated as depositories of this corporation.

BE IT FURTHER RESOLVED, that anyone or more of the persons authorized hereby to withdraw funds deposited hereunder be and they are hereby authorized to enter into, in behalf of this corporation, with Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, and PNC Bank, the contract set forth in the specimen signature cards provided by said organizations for use with respect to any account or accounts of this corporation provided for hereunder.

BE IT FURTHER RESOLVED, that funds of this corporation deposited in said Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, and PNC Bank, may be withdrawn upon checks, drafts, notes, orders and receipts of this corporation, when executed by Mary Petlichkoff, Treasurer, whose signature shall be duly certified to said banks, and that no check, draft, note or other order drawn on said bank shall be valid unless so executed, and that no person shall sign and countersign the same instrument.

BE IT FURTHER RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, and PNC Bank, are hereby authorized and directed to honor and pay any drafts, checks, notes or orders so drawn, whether such drafts, checks, notes or orders payable to the order of any persons signing or countersigning said drafts, checks, notes or orders, or any such persons in their individual capacities or not, and whether such drafts, checks, notes or orders deposited to the individual credit of the person so signing or countersigning said drafts, checks, notes or orders or to the credit of any other persons or not. These resolutions shall continue as set forth in the certificates, contained in specimen signature cards delivered to say banks for use with respect to any account or accounts provided for hereunder or in any similar certificate subsequently executed, until written notice to the contrary is duly served on said banks.

Establishing Depository Maximum Amounts

That, WHEREAS, there may not be and may hereafter come from time to time into the hands of Mary Petlichkoff, Treasurer of the Board of Trustees of Henry Ford College, certain public monies belonging to said Henry Ford College; and

WHEREAS, under Section 2 of Act No. 40 of the Public Acts of Michigan of 1932 (1st Ex. Sess.), this Board of Trustees is required to provide by resolution for the deposit of all public monies, including tax monies, coming into the hands of said Treasurer, in one or more banks or trust companies to be designated therein, and in such proportion and manner as may be therein provided,

NOW, THEREFORE, BE IT RESOLVED, that said Mary Petlichkoff, Treasurer, is hereby directed to deposit all public monies, including tax monies, coming into his/her hands as Treasurer in the following financial institutions, and in the amounts not to exceed the amount set opposite the name of the said financial institution.

<u>Financial Institution:</u>	<u>Maximum Amount:</u>
BANK OF AMERICA	\$150,000,000.00
COMERICA BANK ²	\$175,000,000.00
FIFTH THIRD BANK	\$150,000,000.00
MORGAN STANLEY	\$150,000,000.00
JP MORGAN CHASE ¹	\$100,000,000.00
MEMBERFOCUS CREDIT UNION	\$ 1,000,000.00
PNC BANK	\$150,000,000.00

¹ Primary Bank

² Secondary Bank

Investment Practices

(NOTE: The following is copied from the Community College Act of 1966)

389.142 Investment of funds; restrictions; commingling prohibited; disposition of earnings; limitation on investment or deposit of additional funds; "eligible collateral" defined.

Sec. 142. (1) The Treasurer of a community college district, if authorized by resolution of the board of trustees, may invest debt retirement funds, building and site funds, building and site sinking funds, or general funds of the district as provided in subsection (3). The investment shall be restricted to the following:

- A. Bonds, bills, or notes of the United States, or of an agency or instrumentality of the United States, or obligations of this state.
- B. Negotiable certificates of deposit, saving accounts, or other interest-earning deposit accounts of a financial institution. As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office located in this state under the laws of this state or the United States.
- C. Bankers' acceptances that are issued by a bank that is a member of the federal deposit insurance corporation.
- D. Commercial paper that is supported by an irrevocable letter of credit issued by a bank that is a member of the federal deposit insurance corporation.
- E. Commercial paper of corporations rated prime by at least 1 of the standard rating services.
- F. Mutual funds, trusts, or investment pools composed entirely of instruments that are eligible collateral.
- G. Repurchase agreements against eligible collateral, the market value of which must be maintained during the life of the agreements at levels equal to or greater than the amounts advanced. An undivided interest in the instruments pledged for these agreements must be granted to the community college.
- H. Investment pools, as authorized by the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118, composed entirely of instruments that are legal for direct investment by a community college.
 2. Money in the funds of a community college district shall not be commingled for the purpose of making an investment authorized by this section, and all earnings on an investment shall become a part of the funds for which the investment was made.
 3. Notwithstanding subsection (1), additional funds of a community college district shall not be invested or deposited in a financial institution that is not eligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.

4. As used in this section, “eligible collateral” means all securities which otherwise would qualify for outright purchase under this act.

History: 1966, Act 331, Eff. Oct. 1, 1966;—Am. 1976, Act 401, Imd. Eff. Jan. 5, 1977;—Am. 1979, Act 78, Imd. Eff. Aug. 1, 1979;—Am. 1984, Act 299, Imd. Eff. Dec. 21, 1984;—Am. 1997, Act 23, Imd. Eff. June 12, 1997.

If in the course of an investment, physical securities are received by the College; they shall be safe kept at the financial institution having the particular fund from which the obligation was purchased.

Safekeeping of investment securities, at other than College depositories, shall require third party verification of College transactions with brokers or dealers by their respective banking depository for customer accounts, upon request of the College or its authorized representative.

Safekeeping of securities by issuers is acceptable if purchased directly by the College and prompt written confirmation of each transaction is received by the College.

The following personnel are authorized to conduct investment transactions on behalf of the College:

Mary Petlichkoff, Treasurer

John Satkowski, Vice President of Financial Services

David Cunningham, Director of Financial Services

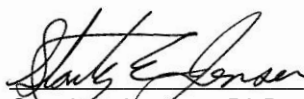
Resolution for Facsimile Signature

RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, and PNC Bank, all being designated as depositories of Henry Ford College, be and they are hereby requested, authorized and directed to honor checks, drafts, or other orders for the payment of money drawn in the name of Henry Ford College, when bearing or purporting to bear the facsimile signature of Mary Petlichkoff, Treasurer of the Henry Ford College, or the manual signature of same.

BE IT FURTHER RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, and PNC Bank, shall be entitled to honor and charge the appropriate account for such checks, drafts and other orders regardless of by whom or by what means any actual or purported facsimile signature may have been affixed thereto if the same resembles the facsimile specimen duly certified to or filed with said bank.



John S. Satkowski
Vice President of Financial Services



Stanley Jensen, PhD
President

STAFF RECOMMENDATIONS

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

Resignation (A-7)

Wade Bellazaire, appointed 4/22/03, Kitchen Leader, Skylight Café, submitted 1/11/16, effective 1/13/16.

Sarah Elkhatib, appointed 8/31/15, Enrollment Associate III, Enrollment Services, submitted 1/8/16, effective 1/11/16.

Dayna Gjurovski, appointed 1/6/16, Nursing Instructor, Health Sciences Division, submitted 1/8/16, effective 1/7/16.

Retirement (B-7)

Anthony Bitonti, Instructional Technology, Multimedia Leader, 22 years of service, effective 1/29/16.

Appointment (C-7)

Eduart Aliko, 536 Centralia Street, Dearborn Heights, 48127, Physics Instructor, Math and Science Division, \$53,823 (prorated), MA, Step 3, effective 1/6/16, 10 Months; BS degree from Saint Mary's College with a major in computer information science, MS from the University of Tirana-Albania with a major in physics. This is temporary, full-time assignment for the Winter 2016 semester.

MaryAnn Cozad, 50341 Mulberry Court, Northville, 48168, Health Careers Instructor, Health Sciences Division, \$48,729 (prorated), LMA, Step 4, effective 1/6/16, 10 Months; AS from Henry Ford College with a major in Business. This is temporary, full-time assignment for the Winter 2016 semester.

Justina Delgado, 4909 Rosalie, Dearborn, 48126, Records Associate II, Registration and Records, \$14.98 per hour, Step 2, effective 1/4/16, 12 Months.

Lydia Hillary, 735 N. York Street, Dearborn, 48128, Web Content Associate (Part-Time), Information, Marketing and Effectiveness, \$17.61 per hour, Step 2, effective 1/4/16, 12 Months.

Tamika Hister, 377 Amherst, Inkster, 48141, Enrollment Associate II – Call Center, Enrollment Services, \$14.33 per hour, Step 1, effective 1/4/16, 12 Months.

Rachel Kristensen, 329 S. Melborn, Dearborn, 48124, Admissions Recruiter, Admissions and Recruiting, \$20.56 per hour, Step 4, effective 1/4/16, 12 Months.

Agnes Kubrak, 14717 Moran Rd, Allen Park, 48101, ELI Instructor, Communications Division, \$64,349 (prorated), MA30, Step 5, effective 1/6/16, 10 Months; BA degree from Western Michigan University with a major in English and history, MEd degree from Wayne State University with a major in secondary education. This is a temporary, full-time position for the Winter 2016 semester.

Appointment (C-7) (continued)

Kristine Rouleau, 2806 Grindley Park, Dearborn, 48124, Admissions Recruiter, Admissions and Recruiting, \$20.56 per hour, Step 4, effective 1/4/16, 12 Months.

Charles Wesslering, 22748 Outer Drive, Dearborn, 48124, ELI Instructor, Communications Division, \$57,951 (prorated), MA, Step 4, effective 01/1/16, 10 months; BA degree from Wayne State University with a major in psychology, Juris Doctor degree from Wayne State University. This is a temporary, full-time position for the Winter 2016 semester.

Reappointment to Professional Staff (D-7)

Jerry Graff, Industrial Technology Division, Trades Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for Winter 2016 semester.

Salary Schedule Change of Status (E-7)

Jeff Lao, Hospitality Instructor, Business and Computer Technology Division, from Level LMA, Step 4.5, Schedule HFCC Federation of Teachers, to Level MA, Step 4.5, Schedule HFCC Federation of Teachers: REASON: Completed requirements for master's degree in education, effective 1/6/16.