

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
NOVEMBER 19, 2015**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, November 16, 2015, at the Henry Ford College Administrative Services and Conference Center at 7:02 p.m. by Chair McDonald.

**ROLL CALL**

On roll call, the following were present: Trustees Bazzi, Lane, Meade, Petlichkoff and Chair McDonald. Trustees Guido and Hammoud were absent. There being a quorum, the meeting was declared in session.

**II. APPROVAL OF MINUTES**

Resolution offered by Trustee Petlichkoff, supported by Trustee Meade, was adopted unanimously by those members present, that the minutes of the HFC Regular Board Meeting, October 19, 2015, be approved.

Hearing no other corrections or additions, Chair McDonald attached a unanimous affirmative vote.

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

Vice President Copprue provided narrative for a slideshow in honor of those HFC students, employees, and benefactors who we have lost this past year. President Jensen asked for a moment of silence for those we have lost and also the victims of the Beirut and Paris tragedies. The slideshow concluded on a happy note with congratulations to the family of our newest Board Trustee Fadwa Hammoud on the birth of her daughter Julia Ali Hammoud.

**IV. PRESIDENT'S ITEMS**

- A copy of the Henry Ford College Foundation Executive Summary was distributed to the Board.
- Daily Cash Flow figures as of November 11 and the October 31, 2015 General Fund Budget Summary Report were briefly reviewed.

**IV. SPECIAL REPORTS**

- A. Program Review – Board Report #4228 – Vice President Chadwick

Program Review is a focused, in-depth study that provides data and evidence for program planning and improvement. It is designed to assist the College in systematically evaluating the effectiveness, efficiency, and quality of each program, as well as assist in setting future program goals. The Program Review process and resulting report help faculty, administrators, and staff:

- Acknowledge program strengths, opportunities for improvement and growth, and potential threats
- Measure success by gathering and reporting evidence
- Demonstrate educational effectiveness by assessing student learning
- Validate/confirm that program learning outcomes and program objectives/goals match the needs of the marketplace
- Provide data for informed decision making and strategic or operational planning
- Seek ways to further enhance the quality of a program and set program goals

Each review examines an array of program data from the preceding five years, including number of applicants and enrollments, student retention, awards conferred, Perkins Core Indicators, student to faculty ratio, student placement test scores, and course success rates. The data sets are combined with a program-specific employment forecast for the region, along with results from a Developing a Curriculum (DACUM) study conducted by Workforce Development staff. The DACUM study uses a focus group of local, skilled workers in a facilitated storyboarding process to capture the major duties, tasks, knowledge, skills, and abilities required within a particular occupation. The DACUM process provides guidance to faculty to determine how a program's student learning outcomes and curriculum align with industry expectations.

Staff from the Information, Marketing, and Effectiveness and Workforce Development departments compile all program data and distribute it to the program faculty and associate dean. The faculty are tasked with evaluating program data and determining key findings, producing a SWOT analysis for the program, and creating a plan/timeline of strategies to enhance the program in the future. These strategies can directly feed into the program's operational plan for the upcoming year(s).

Each program and area of study will be reviewed on a five year basis according to a scheduled cycle. Reviews can also be conducted on an "as needed" basis if, for example, there is a change in the program's philosophy or goals, the curriculum, or the mode of delivery. The first Program Review was conducted in winter 2014. Seventeen reviews have been completed to date, and another four reviews will be completed by the end of the fall 2015 semester.

Vice President Chadwick introduced Dr. Lori Gonko, Coordinator of Program Improvement and Effectiveness, who provided an overview of the Program Review process which is a requirement for accreditation from the Higher Learning Commission. In addition to the presentation, a booklet with results from the Criminal Justice Program Review was distributed to the Board as an example of the end process of the review.

**B. Developmental Reading and Writing – Board Report #4229 – Vice President Pierner**

In September 2015, the Workforce and Professional Development (WFPD) team began offering non-credit developmental reading (MTWD-ENG079) and writing (MTWD-ENG088) courses to students whose scores on the COMPASS writing and

reading test indicated additional skills needed for successful matriculation into English 081 and English 093. HFC also partnered with the Dominican Literacy Center (DLC) to provide tutoring for students reinforcing course objectives and to guide students through the learning process. The purpose is to increase student academic scores in reading and writing to satisfy their English requirement.

### **Student Outreach**

Our team received several datasheets from the Assessment office with a list of students who met the criteria for one or both courses. To date, WFPD has identified and made contact with 850 students. To register, students must score fifty or below on the reading portion and eighteen or below on the writing portion of the COMPASS examination. Upon receiving the datasheets, information was sent to the students via e-mail and U.S. mail. Follow-up calls were made to each student that did not respond to previous methods of communication.

### **Results**

Informational fliers were disseminated in Counseling, Academic Advising, Welcome Center, Assessment office, and English department for incoming students. To date, two students are registered for MTWD-ENG079 and five students for MTWD-ENG088. An Adult Learning Plan was completed for each student. The Memorandum of Understanding (MOU) with DLC was signed October 15, 2015. The DLC has assigned a tutor (field placement student from U of M- Dearborn) for each student meeting on Tuesday, Wednesday, and Friday. Students who began class in September were reassessed utilizing the Wonderlic Gain Assessment for Reading and TABE 9 Assessment for Writing on October 23, 2015. As of November 6, 2015, three of the seven students enrolled and eligible for retesting have increased their reading and writing score one grade level.

### **Challenges**

- Determining how to effectively inform students of classes.
- Course time does not fit into student's academic schedule.
- Student preference is to take the course and forgo COMPASS retesting.

### **Resolutions Recommended/Implemented**

- Continue to contact students via e-mail, telephone, and U.S. mail.
- Staff a WFPD representative at the Welcome Center to promote WFPD non-credit offerings and register students on the spot.
- Modify the course for open entry/open exit to accommodate more students and reduce wait times to begin class.
- Transition to competency-based versus a traditional classroom.

Vice President Pierner introduced Dr. Patricia Chatman, the new Director of Workforce Development who presented on the collaboration. Discussion ensued on ways to increase the number of students participating. Trustee Meade is requesting information on how our community college "competitors" (WCCCD and Schoolcraft for instance) are handling students who fall into this category.

## **V. DISCUSSION ITEMS**

None

**VI. ACTION ITEMS****A. Citizen Participation**

Denise Widen, HFC Ceramics Club, spoke on behalf of the Fourth Annual HFC Pottery Boutique. Invitations to the preview event were provided for the Board of Trustees and the President's Cabinet.

**B. Special Consideration of an Action Item**

None

**C. Motion to Approve Action Items**

Resolution offered by Trustee Meade and supported by Trustee Petlichkoff was adopted with unanimous approval attached to move that action items 1 through 7 be approved as recommended.

**FINANCE****1. Proposed Technology Investment Fund Project – Vice President Satkowski**

Background information: The Technology Investment Committee held an open meeting on September 18, 2015 to hear presentations from divisions/departments requesting funds. The committee recommended the Social Science/Arts and Fitness proposal for funding. This project has also been reviewed by College administration which offers its support. The total value of this TIF project for which the committee is recommending is \$51,269.

Moved that funding in the amount of \$51,269 for the Social Science/Arts and Fitness proposal be approved.

**BIDS AND CONTRACTS****2. Skilled Trades Renovations – Package #1 – Board Report #4230 – Vice President Satkowski**

Moved that the award of a contract to Braun Construction Group in the amount of \$336,000 for the Skilled Trades Renovations – Package #1 project, in accordance with the specifications of Sealed Bid #16918, be approved.

Trustee Guido was happy to see the large number of responses to the bid for this project.

**3. Pyxis MedStation 4000 – Board Report #4231 – Vice President Satkowski**

Moved that the award of a contract to Medical Shipment, LLC in the amount of \$49,999 for the purchase of a CareFusion Premium Pyxis MedStation 4000 package, in accordance with Quote #S9985 dated November 9, 2015, be approved.

4. Steelcase Furniture, Vogt Conference Room – Board Report #4232 – Vice President Satkowski

Moved that the award of a contract to Lincoln Office Solutions in the amount of \$36,414.89 for the purchase and installation of Steelcase furniture, in accordance with Quote #9066 dated November 5, 2015, be approved.

5. Steelcase Furniture, Nursing Classroom – Board Report #4233 – Vice President Satkowski

Moved that the award of a contract to Lincoln Office Solutions in the amount of \$25,517.51 for the purchase and installation of Steelcase classroom furniture, in accordance with Quote #9353 dated October 27, 2015, be approved.

### **HUMAN RESOURCES**

6. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4234: Retirement A-6; Leave of Absence B-6; Other Severance C-6; and Appointment D-6 be approved.

7. Interim IR Business Intelligence Analyst, Research, Marketing and Effectiveness – Vice President Glass

Moved that the appointment of Mr. Chad Banks to the position of Interim IR Business Intelligence Analyst in Information, Marketing and Effectiveness at Grade 6, Step 2, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective November 9, 2015, be approved.

### **BOARD ADMINISTRATIVE SERVICES**

None

## **VII. BOARD OF TRUSTEES BUSINESS**

- A. Board Member Reports

None

- B. Requests for Information and/or Future Agenda Items

Trustee Meade requests information on implementation costs for Focus 2 career development software for students.

Trustee Petlichkoff asked for information on what the College is doing in its efforts to increase enrollment.

- C. Board Member Commentary

Trustee Meade was appreciative of the report he received on elevator breakdowns and repair time on campus. He is concerned about the frequent breakdowns of the elevator in the fine arts building. Vice President Glass indicated that the breakdowns are a result of the elevator being misused as a freight elevator for moving large pallets of clay and reams of paper from the basement to the upper floors. Sandro Silvestri, CIO/Director of Information Technology and Facility Services, informed the Board that an evaluation of the elevators on campus by Kone Elevators is in process which should provide us with some recommendations. He stated that there is a lot of elevator vandalism that takes place. President Jensen added that the elevator repair vendor has been changed and has resulted in timelier repairs.

Trustee Bazzi asked to have active shooter safety training incorporated into new student orientation.

Trustee Petlichkoff stated the College got a lot of good PR on the ice carving competition which took place last Saturday.

Trustee Meade offered his congratulations to retiring librarian, Kathleen Cunningham. He was thankful and appreciative for her instruction to students that he sent her regarding how to use the data base.

#### **VIII. ACKNOWLEDGEMENT OF CORRESPONDENCE**

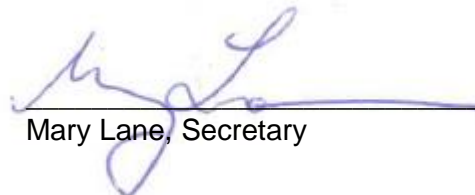
Trustee Lane thanked Dr. Eric Rader and the Senate Task Force on Online Education for their report. She noted that it gave her a lot to think about. Chair McDonald asked that the report be shared with the Online Steering Committee.

#### **IX. FUTURE MEETING DATES**

- A. Monday, December 14, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, December 21, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

#### **X. ADJOURNMENT**

Resolution offered by Chair McDonald, was adopted unanimously by those members present, that the meeting be adjourned at 8:49 p.m.

  
\_\_\_\_\_  
Mary Lane, Secretary