

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Program Review

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

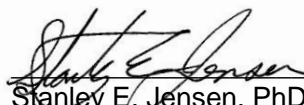
Each review examines an array of program data from the preceding five years, including number of applicants and enrollments, student retention, awards conferred, Perkins Core Indicators, student to faculty ratio, student placement test scores, and course success rates. The data sets are combined with 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.



Becky Chadwick
Vice President of Information, Marketing and Effectiveness



Stanley E. Jensen, PhD
President

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BOARD REPORT

SUBJECT: Developmental Reading and Writing

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

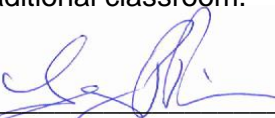
Informational fliers were disseminated in Counseling, Academic Advising, Welcome Center, Assessment office, and English department for incoming students. To date, two students are registered for MTWD-ENG079 and five students for MTWD-ENG088. An Adult Learning Plan was completed for each student. The 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

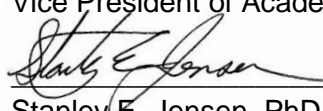
- Determining how to effectively inform students of classes.
- Course time does not fit into student's academic schedule.
- Student preference is to take the course and forgo COMPASS retesting.

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.



Tracy Pierner, PhD, PE
Vice President of Academic Affairs



Stanley E. Jensen, PhD
PresidentRe

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Skilled Trades Renovations – Package #1
Sealed Bid #16918

The Chief Information Officer/Director of Facility Services requests a contract for the labor, materials, equipment and services necessary for the Skilled Trades Renovations – Package #1 project in the Technology Building. The work in this project includes: construction of a new receiving area structure for the storage of industrial gases and renovation of two areas in the existing loading dock and Automotive Technology Lab to provide a new Engine Laboratory and Storage Room. This is the first of three (3) bid packages required for this project. Other packages are due to be awarded in December 2015 and January 2016. Funds for this project are part of the College match required for the grant from the Michigan Community College Skilled Trades Equipment Fund.

Proposals were solicited under Sealed Bid #16918. The project design team reviewed the bid results and recommended an award to the low, qualified bidder. The bid results are tabulated below:

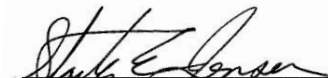
Braun Construction	\$ 336,000
JS Vig Construction	343,000
Bernco	356,000
Brenca Contractors	382,000
Envision Builders	387,800
Kasco	393,500
Commercial Contracting	418,000
Aristeo	426,400
Elgin Builders	510,500
DeMaria Building	No Bid
George W Auch	No Bid
Spence Brothers	No Bid
W-3 Construction	No Bid
A Z Shmina	No Reply
Clark Construction	No Reply
DMC Group	No Reply
Frank Rewold and Son	No Reply
Granger Construction	No Reply
MPC Construction	No Reply
NBS Construction Solutions	No Reply

RECOMMENDATION:

The College administration recommends 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.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: Pyxis MedStation 4000

The faculty of the Health Sciences Division request a contract for the purchase of one (1) CareFusion Premium Pyxis MedStation 4000 package. This equipment will be used by students in the Pharmacy Technician program. The Pyxis MedStation system is one of the leading automated medication dispensing systems used in hospitals to support decentralized medication management and ensure accurate medication dispensing. CareFusion Solutions, LLC is the manufacturer, and Medical Shipment, LLC the exclusive provider, of sales and service for Pyxis MedStation 4000 system products for nursing schools within the United States. A sole source award is requested.

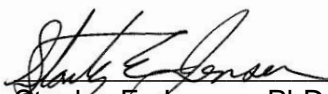
The cost for the Pyxis MedStation 4000 package, which includes shipping, installation, training, and practice medications totals \$49,999. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends the award of a contract to 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.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: Steelcase Furniture, Vogt Conference Room

The Director of Teaching and Learning Services requests a contract for the purchase and installation of Steelcase furniture for the Vogt Conference Room in the Eschleman Library. The room is used as both a meeting room and a classroom. The new furniture will include mobile tables, mobile chairs, a mobile instructor's desk and lectern, an audio-visual projector, whiteboards, marker-boards, and mobile easels. The room will be transformed from a traditional fixed desk and seating classroom into a flexible space that allows better use of new technology and learning methods. This is part of the College's efforts to increase student satisfaction with the classroom environment. Funds for this purchase are budgeted in Teaching and Learning Services general fund accounts.

Steelcase is one of the College's standard furniture suppliers whose products are used throughout the campus due to their quality, reliability, warranty and long-term value. Steelcase offers the College exclusive educational discounts through contracts with the Educational & Institutional Cooperative Service. Steelcase has designated Lincoln Office Solutions as the local educational dealer to service the College's account. A sole source award is requested.

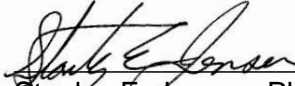
The discounted contract cost for all furniture, shipping and installation totals \$36,414.89.

RECOMMENDATION:

The College administration recommends 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.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: Steelcase Furniture, Nursing Classroom

The Director of Teaching and Learning Services requests a contract for the purchase and installation of Steelcase furniture for a computer lab in the School of Nursing. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. Furniture will include computer tables and seating for 42 students, an instructor's station and chair, and a printer table. The new furniture will allow better use of new technology and learning methods and increase student satisfaction with the classroom environment. Funds for this purchase are budgeted in Teaching and Learning Services general fund accounts.

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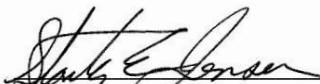
The discounted contract cost for all furniture, shipping and installation totals \$25,517.51.

RECOMMENDATION:

The College administration recommends 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.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

STAFF RECOMMENDATIONS

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

Retirement (A-6)

Kathleen Cunningham, Library, Librarian, 16 years of service, effective 12/31/15.

Bernice Herm, Student Accounts, Teller, 14 years of service, effective 2/26/16.

Leave of Absence (B-6)

Elizabeth Elder, appointed 11/4/13, Lab Associate II, Learning Lab, submitted 10/29/15, effective 1/4/16; REASON: General Purpose Leave.

Other Severance (C-6)

Sherry Murrell, Records Associate II, Registration and Records, effective 10/29/15; REASON: Termination: Failure to pass probation.

Appointment (D-6)

Steven Luchonok, 22057 Audette Street, Dearborn, 48124, Enrollment Associate I, Welcome Center, \$11.67 per hour, Step 1, effective 11/16/15, 12 Months

Jamie Paffenroth, 729 East Grand Boulevard, Ypsilanti, 48198, Enrollment Associate III, Enrollment Services, \$16.51 per hour, Step 2, effective 11/9/15, 12 Months.

Nicole Wandolowski, 23400 Lawson Avenue, Warren, 48089, Library Associate I (Part-Time), Library, \$11.67 per hour, Step 1, effective 11/2/15, 12 Months.