

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

**SUBJECT:** Guided Pathways - Keeping on the Path

The mission of the Guided Pathways Subcommittee “Keeping on the Path” (abbreviated to KOTP) is to develop institutional policies and support structures to assist faculty in retaining more students in classes and facilitate student success along their chosen college path.

The expected outcomes of KOTP include increasing student satisfaction, persistence, awareness (as related to college-level standards and expectations), and completion. In addition, the subcommittee endeavors to decrease the number of programmatic changes made by HFC students (thus, keeping them on the path to completion), and reduce the number of students identified as at-risk or probationary.

To accomplish this, the subcommittee is gathering data to determine what barriers inhibit student success and retention at Henry Ford College with the assistance of Information, Marketing, and Effectiveness. The results of this research is forthcoming.

Likewise, the subcommittee has and continues to review institutions that have successfully implemented Guided Pathways for examples best practices to emulate and apply at HFC based on evidence.

Additionally, the subcommittee recognized early the many effective retention and outreach initiatives currently in place at HFC. However, not all of the initiatives are publicized in ways that reach the entirety of the campus community, leading to many students missing out on opportunities tailor-made to assist them in times of need. Because of a lack of information sharing, successful retention programs may be unnecessarily duplicated by multiple departments/divisions, which is a lost prospect of consolidating campus resources. Compounding this is the problem of data sharing, particularly in regards to outcomes, as campus stakeholders need to be informed of the success of these retention and outreach efforts. Thus, the subcommittee has undertaken the goal of identifying all current retention initiatives at Henry Ford College.

To further the acclimation of HFC students, the subcommittee has developed a prototype of a student success calendar and checklist. The purpose is to inform students using one document (akin to the “7 Steps to Enrollment”) of important dates and actions to take during the academic calendar year.

As part of the College’s First-Year Experience (FYE), the subcommittee will provide input on possible modifications to COLL 101: College Success. The aim is to maximize the effectiveness of its pedagogy and delivery to students.

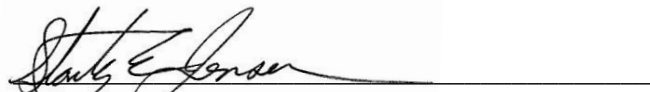
Retention Alert is currently in a small-scale pilot phase and upon a successful trial period, will be fully reinstated college-wide. This will allow for recording and tracking of student concerns at all levels of the institution and improved accountability and resolution of said concerns.

KOTP will continue to monitor the effectiveness of its outcomes and implementation of its proposed recommendations within the Guided Pathways model.



---

Lisa Copprue, PhD  
Vice President, Student Affairs



---

Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

**SUBJECT:** Proposed 2016-2017 (FY 2017) Tuition Adjustment for Fall Semester

As the College continues to progress through its financial challenges during 2016-2017, there are many opportunities and program enhancements that need to be addressed. With declining enrollment for FY2016, state aid continuing to be relatively flat, and increased property tax revenues being earmarked to re-establish reserves, a minimal tuition increase is being recommended for 2016-2017.

In reviewing the College's revenue components of state appropriations, property tax revenue, and tuition, it is noted that revenues have increased by only 11.66 percent to an inflation rate of 12 percent since FY2010. This phenomenon is not unusual for higher education since over the six year period since FY2010, state appropriations have increased by only 4.03 percent and property taxes have decreased, on the initial 3 mills at the College, by 29.2 percent. Tuition has made up some of the difference in the lack of funding from the state and property taxes. However, the College has attempted to minimize tuition increases as much as possible and did not increase tuition in FY2015. Furthermore, overall inflation for 2015 was approximately 1.2 percent while inflation in the education section was at 3.1 percent.

In comparing the College's rates with others (Attachment 1), based upon 2015-2016 rates, the Henry Ford College in-district tuition rate of \$92 is the 27<sup>th</sup> lowest out of 28 colleges, the out-of-district rate is 22<sup>nd</sup>, and the out-of-state/international rate is the 17<sup>th</sup> lowest.

Therefore, with the College's position in tuition compared to others and since no tuition increase took place in 2014-2015, it is recommended that rates be adjusted as follows:

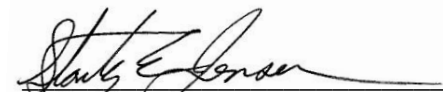
	<b>Current</b>	<b>Recommended</b>	<b>Percentage (over 2 years)</b>
In-District	\$ 92.00	\$ 93.00	1.1%
Out-of-District	\$158.00	\$161.00	1.9%
Out-of-State	\$225.00	\$230.00	2.2%
International	\$225.00	\$295.00	31.1%

These rates would place Henry Ford College rates at 21<sup>st</sup>, 20<sup>th</sup>, and 17<sup>th</sup> for in-district, out-of-district, and out-of-state/international respectively compared to FY2016 rates. However, per MCCBOA surveys, most colleges will be increasing rates in FY2017. It should also be noted that Henry Ford College is one of only nine colleges that charges for tuition based on credit hours versus contact hours. Charging by contact hour costs students more since contact hours exceed credit hours in a number of classes. Henry Ford College does charge a lower rate for contact hours, which are capped at 5 hours per class. The rate for FY2017 will be \$89 per hour. This rate has been at \$65 per hour for the last 5 years.

**RECOMMENDATION:**

It is recommended that tuition rates for in-district, out-of-district, and out-of-state/international students be set for FY2017 (beginning fall 2016) at \$93, \$161 and \$230 per credit hour respectively.

  
\_\_\_\_\_  
John S. Satkowski, JD  
Vice President of Financial Services

  
\_\_\_\_\_  
Stanley E. Jensen, PhD  
President

	COLLEGE	Notes	Credit / Contact	2015-16 Tuition Rates			Excess Contact Hour Charges
				In-Dist	Out-Dist	Out-State	
1	Alpena		Contact	\$120.00	\$181.00	\$181.00	
2	Bay de Noc		Contact	\$110.00	\$191.00	\$350.00	-
3	Delta		Credit	\$96.50	\$159.00	\$309.00	64/106/206
4	Glen Oaks		Contact	\$103.00	\$166.00	\$200.00	
5	Gogebic						
6	Grand Rapids		Contact	\$108.00	\$232.00	\$344.00	
7	Henry Ford	We have introduced differential tuition rates for "upper" level courses.	Credit	\$92.00	\$158.00	\$225.00	credit hours, with a cap of five (5) excess contact hours
8	Jackson	Online Course Fee Schedule \$74.00 1 billing contact hour course \$106.00 2 billing contact hour course \$137.00 3 billing contact hour course \$153.00 3.5 billing contact hour course \$170.00 4 or more billing contact hour course	Contact	\$125.00	\$172.00	\$250.00	
9	Kalamazoo Valley		Contact	\$95.00	\$163.00	\$220.00	
10	Kellogg		Credit	\$99.50	\$161.25	\$230.75	\$6.20/excess co. hr.
11	Kirtland		Contact	\$105.00	\$146.00	\$235.00	na
12	Lake Michigan	Starting Fall 2015, moved to In-district, Out-of-district, International billing structure. No longer have Out-of-State rate. Student Service fee dependent on campus location. No Distance Learning Fee, instead charge different rate per contact.	Contact	\$94.00	\$145.50	\$145.50	
13	Lansing	Student Support Fee is billed as \$11 per hour, but is allocated to Tech, Student Services, and Facilities	Contact	\$88.00	\$176.00	\$264.00	None
14	Macomb		Credit	\$94.00	\$160.00	\$206.00	n/a
15	Mid Michigan		Contact	\$104.00	\$188.00	\$188.00	None
16	Monroe County		Contact	\$102.00	\$177.00	\$197.00	NA
17	Montcalm	Nursing tuition is \$10 per contact higher	Contact	\$100.00	\$187.00	\$278.00	
18	Mott		Contact	\$128.32	\$183.48	\$261.40	
19	Muskegon		Contact	\$99.00	\$184.00	\$256.00	
20	North Central						
21	Northwestern Michigan	General rates include all programs except those noted in Tiers I-III below. International tuition rate is \$281.60 for general programs.	Contact	\$96.35	\$190.80	\$248.75	na
	Northwestern Michigan Tier I	Tier I includes Automotive Tech., Audio Tech., Construction Tech., Dental Assisting, and Nursing. International tuition rate is \$302.35	Contact	\$121.00	\$233.55	\$302.35	na
	Northwestern Michigan Tier II	Tier II includes Culinary Arts. International tuition rate is \$376.50	Contact	\$147.15	\$282.45	\$376.50	na

	COLLEGE	Notes	Credit / Contact	2015-16 Tuition Rates			Excess Contact Hour Charges
				In-Dist	Out-Dist	Out-State	
	<b>Northwestern Michigan Tier III</b>	Tier III includes Maritime programs. International tuition rate is \$406.75	Credit	\$406.75	\$406.75	\$406.75	na
<b>22</b>	<b>Oakland</b>		Credit	\$88.00	\$171.00	\$240.00	
<b>23</b>	<b>Schoolcraft</b>		Credit	\$96.00	\$139.00	\$205.00	\$96.00 per contact hour in excess of credit hours (tied to in-district rate for all students), with a cap of four (4) excess contact hours
<b>24</b>	<b>Southwestern</b>		Contact	\$113.00	\$146.75	\$159.75	
<b>25</b>	<b>St. Clair County</b>		Contact	\$102.00	\$198.00	\$290.00	
<b>26</b>	<b>Washtenaw</b>	International Tuition Rate is \$232 DL/Online Classes - \$106 for in-district and \$107 for out-district	Credit	\$94.00	\$152.00	\$202.00	\$5/additional contact hour. \$300 max
<b>27</b>	<b>Wayne County</b>						
<b>28</b>	<b>West Shore</b>						
	<b>AVERAGES</b>			<b>\$115.84</b>	<b>\$187.06</b>	<b>\$250.81</b>	

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** Biology Laboratory Remodel  
Sealed Bid #17376

The Chief Information Officer/Director of Information Technology and Facility Services requests a contract for the labor, materials, equipment and services necessary to remodel the Biology Laboratory, Room J-101, in the Science Building on the Main Campus. This work includes installing new laboratory casework and sheet vinyl flooring, reworking existing electrical power and plumbing, and painting all walls.

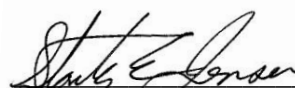
The College invited bid submissions from nineteen (19) firms under Sealed Bid #17376. The bid responses appear below. The project design team reviewed the bid results and recommended an award to the low, qualified bidder.

Building Technology Services	\$ 66,517
Bernco	68,865
Brenca Contractors	69,000
Elgin Builders	74,800
Envision Builders	82,400
PGC Development	83,172
Cross Renovation	92,770
Pranam GlobalTech	94,000
LaSalle Group	98,500
Aristeo	No Bid
Tooles Contracting Group	No Bid

**RECOMMENDATION:**

The College administration recommends a contract award to Building Technology Services, LLC for \$66,517 for the Biology Laboratory Remodel project, in accordance with the specifications of Sealed Bid #17376.

  
\_\_\_\_\_  
John S. Satkowski, JD  
Vice President of Financial Services

  
\_\_\_\_\_  
Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** Cisco Systems Distribution Switches  
Sealed Bid #17425

The Chief Information Officer/Director of Information Technology and Facility Services requests a contract for the purchase of four (4) Cisco Systems Multi-gigabit Ethernet Distribution Switches and associated maintenance. This purchase upgrades the College's building and internet networks and it supports current and next-generation wireless speeds and standards on the existing cabling infrastructure.

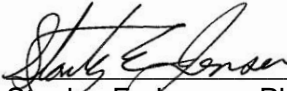
The College invited bid submissions under Sealed Bid #17425. The bid tabulation appears below.

Sentinel Technologies	\$ 31,457.00
Aprisa Technology	34,960.00
Systime (Access Interactive)	35,209.00
KLA Laboratories	36,035.61
Alliance Technology Solutions	36,260.07
En Pointe Technologies	36,884.55
Office Depot	37,736.93
CDW-G	No Reply
GovConnection	No Reply
Howard Technology Solutions	No Reply
Inacomp Technical Solutions	No Reply
Logicalis	No Reply
PCMG (PC Mall Gov)	No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to Sentinel Technologies, Inc. for \$31,457 to purchase Cisco Systems Distribution Switches, in accordance with the specifications of Sealed Bid #17425.

  
\_\_\_\_\_  
John S. Satkowski, JD  
Vice President of Financial Services

  
\_\_\_\_\_  
Stanley E. Jensen, PhD  
President



**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**CONTRACT AWARD**

**SUBJECT:** Ricoh Multifunction Copier and Kiosk System

The Director of Teaching and Learning Services requests a contract for the purchase of a Ricoh Multifunction Copier and Kiosk System for the Library. The Ricoh system includes the following equipment:

- (1) multifunction (copy, print, scan), high volume, 60 page per minute, black and white copier (Model MP 6001) for the Media Center on the second floor;
- (1) multifunction (copy, print, scan), 35 page per minute, black and white copier (Model MP 3554) for the Lobby area on the ground floor;
- (1) multifunction (copy, print, scan), 45 page per minute, color copier (Model MP C4503) for the Lobby area on the ground floor;
- (1) Card Vending Kiosk (coin/bill acceptor Model EFI G3) for the Lobby area on the ground floor; and
- (3) Self-Serve System Kiosks (Model EFI M505) located at each copier.

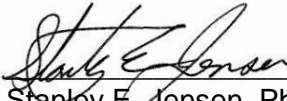
The new system will replace four (4) existing, slower monochrome copiers that lack print and scan functions and operate with outdated coin boxes which frequently breakdown. It will also reduce the need to print jobs at more-expensive-to-operate laser printers. The new copiers and kiosks will improve and modernize current copy/print services in the Library. The system provides enhancements such as color printing, wireless printing from laptops, flash drives, cell phones, or tablets, and expanded payment options that include coin, bills and credit cards.

Ricoh USA is the College's current provider of copiers and multifunction devices. Based on the best prices available from contracts between Ricoh USA and the U.S. Communities Government Purchasing Alliance, the cost of the Multifunction Copier and Kiosk System (including equipment, delivery, installation, maintenance for three years, and return of existing copiers) totals \$50,540. A sole source award is requested.

**RECOMMENDATION:**

The College administration recommends a contract award to Ricoh USA for \$50,540 for a Multifunction Copier and Kiosk System, in accordance with Quote #71185v2 dated February 1, 2016.

  
\_\_\_\_\_  
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:

### Resignation (A-9)

Bethany Moon, appointed 04/17/07, Accounting Associate, Student Accounts, submitted 02/21/16, effective 03/04/16.

Teela Tarver, appointed 01/11/15, Lab Associate II, Learning Lab, submitted 03/06/16, effective 03/21/16.

### Appointment (B-9)

Omar Al-Ani, 6464 Grandmont Avenue, Detroit, 48228, Campus Safety Associate-Dispatch, Campus Safety, \$14.98 per hour, Step 2, effective 02/22/16, 12 months.

Paul Manucci, 2144 Banner Street, Dearborn, 48124, Multimedia Associate, Information Technology, \$16.51 per hour, Step 2, effective 03/07/16, 12 months

### Salary Schedule Change in Status (C-9)

Susan Jabara, Instructor, Health Careers Division, from Level LMA, 7.5, Schedule HFCC Federation of Teachers, to Level MA, 7.5 Schedule HFCC Federation of Teachers; REASON: Completed requirements for MA degree in educational technology, effective 05/10/16.

Roy Kellerman, from Multimedia Associate, Information Technology, Part-Time, 12 months to Multimedia Associate, Full-Time 12 months, effective 03/07/16.

### Change in Classification (D-9)

Troy Gibson, from Enrollment Associate II – Call Center, Enrollment Services, to Enrollment Associate III, Enrollment Services, effective 03/14/16, \$15.61 per hour, Step 1, 12 Months.

Stacy Holinski, from Enrollment Associate II – Call Center, Enrollment Services, to Enrollment Associate III, Enrollment Services, effective 03/14/16, \$15.61 per hour, Step 1, 12 Months.

Johnathon Thompson, from Grill Cook, Part-Time, Skylight Café, to Kitchen Leader, Full-Time, Skylight Café, effective 03/14/16, \$11.75 per hour, Step 1, 10 Months.

### Expression of Sympathy (E-9)

Elizabeth Powell, appointed 04/10/09, ELI Adjunct Instructor, Communications Division, deceased 02/10/16.