

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Eshleman Library Update

Eshleman Library inspires students by developing avenues for curiosity while serving as an academic and intellectual heart of the campus for study, research, academic assistance and the open exchange of ideas.

The mission of Eshleman Library is to teach students how to access, select, and integrate a broad network of information resources that inspire learning through exploration, research, discussion and creation of new information in support of the advancement of critical thinking and information literacy development. Learning centered, the Library serves as a steward of both virtual and physical collections as well as spaces and programs developed to spark curiosity and develop critical habits of thinking.

Usage Statistics

- Door Entries: August – December 2016 – 140,575
- Daily Entries: 1,700 – 2,100/day (Mon – Thurs, Fri and Sat lower)
- Busiest Month: October – 37,053
- Busiest Hours: 7:30 a.m. – 6:00 p.m.
- Busiest Days: Monday – Thursday
- Media Center: Fall 2016 – 34,567 Logins

Library Instruction and Outreach Programming

- Library Instruction Fall 2016: 69 Sessions, 1545 Students
- Displays Fall 2016: 12 interactive displays ranging from Human Rights Awareness, to Health Information Literacy, to National Memoir Writing Month (26 memoirs written and displayed).
- Programs Fall 2016: 8 programs ranging from Engineering Technology Innovation Day (partnered with Engineering program, TechTown Detroit and Career Services - ~100 participants), to Finals Week Activities (153 participants)

Collections

- 110,857 Items (books, DVDs, etc.)
- 34,145 E-Books
- 114 Databases (78,712 E-journals, 26,000+ Streaming Video Films) with 24/7 access
- Graphing Calculators, Puzzles, Telescopes, Interactive Displays, Artwork

Access Technologies

- Sierra: Public Access to Books, Cataloging, Circulation Services, Technical Services
- Summon Intota: Single, comprehensive Search Engine for HFC owned books, journal articles, streaming videos with direct link to full text. Extended Search Engine for worldwide materials. Comprehensive serials/database management, ROI assessment, usage statistics, and purchase staging.
- MEL: Interlibrary Loan within Michigan for all College, University, and Public Libraries

- WorldCat: Comprehensive catalog search of all available research materials linked through the OCLC WorldCat system (includes articles and books). Limited access to books only through a pay-per-use fee. Mediated requesting only due to limited budget.
- OCLC: Provider of national catalog standards and copy-catalog records for input and editing.
- LibGuides: Guided pathways for information within specific disciplines.
- Question Point 24/7 Virtual Reference (beginning 2/2017)

Support Technologies

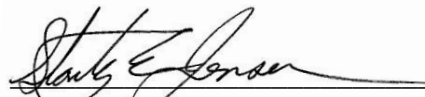
- 126 Computers (5 MACs)
- 1 Public Computer, Limited Use
- 3 Printer Scanners (One Color)
- Moveable whiteboards
- Fax Machine
- Group Study Rooms

Building Needs

- Professional Architectural Library Design
- Infrastructure:
 - Electrical upgrade: outlets, computer charging, data-drops.
 - Lighting upgrade: To improve flexibility for outreach activities and study areas
 - Building Structure: flooring heave, facilities upgrades, restroom renovations, flexible space, classrooms
 - Sound buffering and noise control.
 - Security: cameras
- Cosmetic Improvements
 - Carpet
 - Paint: ceiling, walls
 - Service redesign: consulting stations, one-stop stations, small group study
 - Furniture



Michael A. Nealon, Ph.D.
Vice President of Academic Affairs



Stanley E. Jensen, Ph.D.
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

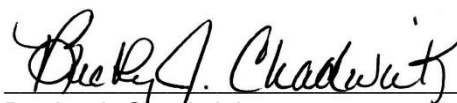
SUBJECT: Planning

Over the past several years, planning at Henry Ford College has developed into a comprehensive set of activities that assists in guiding the College's work and meeting its desired outcomes. Engaging in planning assists the College in: building on the institution's strengths; improving upon its weaknesses and challenges; capitalizing on opportunities and emerging trends; and prioritizing, documenting and budgeting for all of the goals that the institution wants to accomplish. An equally important impetus for planning, the Higher Learning Commission has, in its new criteria for accreditation, dedicated one of the five criteria to "Resources, Planning, and Institutional Effectiveness," stating that "the institution *must* engage in systematic and integrated planning".

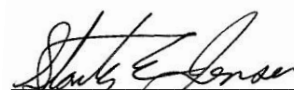
The first level of planning is strategic planning. The process for developing the Strategic Plan 2016-2020 began in late fall of 2015 with the creation of a Strategic Planning Committee, a cross-representative group of full-time and part-time faculty, Cabinet members, administrators and support staff. Various documents and information about the College were reviewed including the College's most recent Assurance Argument with the Higher Learning Commission (internal scan) a socio-economic impact study, and environmental scan (an external scan of the environment for events, trends, data, and information that may impact the College). The internal and external scans along with data gathered from focused interviews were analyzed and themes for goals and objectives created. The result is a set of three goals focused on student success, enrollment and building a collaborative culture, along with nineteen objectives (sub-goals).

Operational planning occurs on an annual basis with departments and divisions creating initiatives for *how* they intend to meet the goals and objectives of the strategic plan. During operational planning, executive-directors, directors and associate deans engage faculty and staff in identifying initiatives that they propose will assist in meeting the goals and objectives of the strategic plan. Planning at Henry Ford College is intended to engage all levels of staff across all departments and divisions. Cabinet also engages in creating College Action Plans, providing direction for and defining *how* departments, divisions and staff will meet

New to planning is the comprehensive evaluation process. This year marks the introduction of the Henry Ford College – College Scorecard with each metric providing quantifiable information on the progress of the strategic goals and objectives or providing evaluative information on the foundational resources necessary to support college initiatives. College Action Plans will be reviewed regularly to determine progress on action steps and deliverables and Operational Planning (through Strategic Planning Online - SPOL) will provide a narrative summary on the progress on planning initiatives.



Becky J. Chadwick
Vice President of Strategy and Information



Stanley E. Jensen, Ph.D.
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Proposed 2017-2018 (FY2018) Tuition Adjustment for Fall Semester

As the College continues with progress in addressing financial challenges for 2017-2018, there are many program enhancements that need to be addressed. With enrollment relatively flat for FY2017, state aid flat for FY2018 and minimal property tax revenue increases being forecasted, a minimal tuition increase is being recommended for 2017-2018.

In reviewing the College's revenue components of state appropriations, property tax revenue, and tuition, it is noted that revenues have increased by only 12.1 percent to an inflation rate of 13.3 percent since FY2010. This phenomenon is not unusual for higher education since over the seven year period since FY2010, state appropriations have increased by only 5.30 percent and property taxes have decreased, on the initial 3 mills at the College, by 27 percent. Tuition has made up some of the difference in the lack of funding from 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 calendar year 2016 was approximately 1.3 percent while inflation in the education sector was at 3.6 percent.

In comparing the College's rates with others (Attachment 1), based upon 2016-2017 rates, the Henry Ford College in-district tuition rate of \$93 is the 27th lowest out of 28 colleges, the out-of-district rate is 19th, and the out-of-state/international rate is the 16th lowest.

Therefore, with the College's position in tuition compared to others, it is recommended that rates be adjusted as follows:

	Current	Recommended	Percentage
In-District	\$ 93.00	\$ 96.00	3.2%
Out-of-District	\$161.00	\$166.00	3.1%
Out-of-State	\$230.00	\$240.00	4.3%
International	\$230.00	\$240.00	4.3%

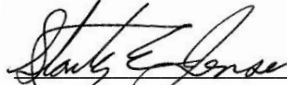
These rates would place Henry Ford College rates at 26th, 19th, and 13th for in-district, out-of-district, and out-of-state/international respectively compared to FY2017 rates. However, per MCCBOA surveys, most colleges will be increasing rates in FY2018. It should also be noted that Henry Ford College is one of only nine colleges that charges for tuition based on credit hours versus contact hours. Charging by contact hour does cost 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 FY2018 will be \$93 per hour.

RECOMMENDATION:

It is recommended that tuition rates for in-district, out-of-district, and out-of-state/international students be set for FY2018 (beginning fall 2016) at \$96, \$166 and \$240 per credit hour respectively.



John S. Satkowski, J.D.
Vice President of Financial Services



Stanley E. Jensen, Ph.D.
President

			Credit / Contact	2016-17 Tuition Rates		
COLLEGE	Notes			In-Dist	Out-Dist	Out-State
1	Alpena		Contact	\$125.00	\$197.00	\$197.00
2	Bay de Noc			\$116.00	\$199.00	\$362.00
3	Delta		Credit	\$99.50	\$170.00	\$320.00
4	Glen Oaks		Contact	\$109.00	Service Area \$139 / In State \$172	U.S. \$206 / Internatio nal \$250
5	Gogebic		Credit	\$110.00	\$156.00	\$185.00
6	Grand Rapids		Contact	\$111.00	\$238.00	\$353.00
7	Henry Ford		CREDIT	\$93.00	\$161.00	\$230.00
	Henry Ford	Upper Level Differential	CREDIT	\$194.00	\$258.00	\$345.00
8	Jackson		Contact	\$135.00	\$195.00	\$270.00
9	Kalamazoo Valley	International Tuition Rate is \$261	Contact	\$100.00	\$172.00	\$231.00
10	Kellogg		Credit	\$103.50	\$167.75	\$240.00
11	Kirtland		Contact	\$109.00	\$158.00	\$245.00
12	Lake Michigan		Contact	\$97.00	\$150.00	N/A
13	Lansing		Credit	\$99.00	\$198.00	\$297.00
14	Macomb		Credit	\$97.00	\$180.00	\$230.00
15	Mid Michigan		Contact	\$108.00	\$196.00	\$196.00
16	Monroe County		contact	\$107.00	\$186.00	\$207.00
17	Montcalm		contact	\$105.00	\$199.00	\$325.00

			Credit / Contact	2016-17 Tuition Rates		
COLLEGE	Notes			In-Dist	Out-Dist	Out-State
18	Mott		contact	\$132.62	\$183.48	\$261.40
19	Muskegon		Contact	\$102.00	\$190.00	\$265.00
20	North Central		Contact	\$108.00	\$179.00	\$232.00
21	Northwestern Michigan	General rates include all programs except those noted in Tiers I-III below. International tuition rate is \$302.35 for general programs.	Contact	\$103.70	\$205.30	\$267.65
	Northwestern Michigan Tier I	Tier I includes Automotive Tech., Audio Tech., Construction Tech., Dental Assisting, Nursing, and Surgical Tech.. International tuition rate is \$355.20	Contact	\$125.80	\$242.90	\$314.45
	Northwestern Michigan Tier II	Tier II includes Culinary Arts. International tuition rate is \$438.00	Contact	\$151.55	\$290.90	\$387.75
	Northwestern Michigan Tier III	Tier III includes Maritime programs. International tuition rate is \$473.30	Credit	\$419.00	\$419.00	\$419.00
22	Oakland		Contact	\$88.00	\$171.00	\$171.00
23	Schoolcraft		Credit	\$102.00	\$148.00	\$218.00
24	Southwestern		Contact	\$115.50	\$150.25	\$164.00
25	St. Clair County		Contact	\$105.00	\$204.00	\$298.00
26	Washtenaw	International Tuition Rate is \$246 DL/Online Classes - \$106 for in-district, \$109 for out-district, \$110 for out-state, \$112 international	Credit	\$94.00	\$155.00	\$208.00
27	Wayne County					
28	West Shore	Fees presented are for a FT Student	Contact	\$96.00	\$160.00	\$220.00
	AVERAGES			\$121.33	\$195.99	\$264.11

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Update Tuition Rates for Out-of-District Dual Enrollment Students and Third Party Payers

As the College continues to expand its dual enrollment and third party for credit programs, a number of out-of-district schools expressed having dual enrollment students take classes at the College, but at rates less than the current out-of-district rates if they can guarantee a minimum number of credit hours per semester for their students. The same request has been made by third-party payers (i.e. Chrysler, Ford) who pay for students who work at out-of-district facilities. These initial requests were formally addressed and approved by the Board of Trustees under Board Report #4140 in April 2015.

Therefore, we are proposing that out-of-district rates be reduced by \$44 per credit hour if a minimum number of 140 credit hours of instruction are agreed to in a Memorandum of Understanding (MOU) for each semester. If the minimum is not met, then the regular out-of-district rate would be charged.

The attached memorandum identifies this proposal as well as a number of other proposals that relate to "space" rental and "instruction" payments when the school district provides space and instruction. The space rental and instructional payments are for your information.

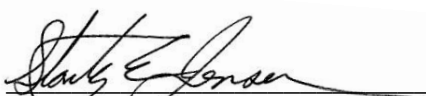
In addition, the attached memorandum also discusses tuition for in-district third party payers for their employees who attend the College in for-credit classes. Those in-district companies pay local property taxes, therefore; all of their employees will be charged in-district rates.

RECOMMENDATION:

It is recommended that out-of-district schools and third party payers, who can guarantee 140 credit hours of instruction per semester, pay an out-of-district rate which is \$44 per credit hour less than the standard rate. Also, it is recommended that an in-district third party payer pay in-district rates for all of their employees regardless of their residency.



John S. Satkowski, J.D.
Vice President of Financial Services



Stanley E. Jensen, Ph.D.
President

HENRY FORD COLLEGE
Office of the Vice President of Financial Services

M E M O R A N D U M

TO: Office of the President

FROM: Financial Services

RE: Dual Enrollment and Third Party Rates for Out-of-District Entities

DATE: February 16, 2017

Henry Ford College has a significant number of dual enrollment students from in-district as well as some out-of-district schools. The out-of-district schools, as well as some Third Party payers, have requested that the out-of-district rate be reduced if a certain minimum number of credit hours were guaranteed by the district. Also, some districts, both in-district and out-of-district, would like to have classes taught at their sites by their instructors. The suggested rate reductions associated with these requests are as follows:

1. Out-of-District Students Attending Class at Henry Ford College.
 - a.) Reduction in Out-of-District Rate with a 140 credit hour guarantee would be \$44.00.
 - b.) If the 140 credit hour guarantee per semester is not met, the rate would revert to the regular rate.
2. Third Party for Credit Classes at HFC for Out-of-District Students.
 - a.) Reduction in Third Party Out-of-District Rate with a 140 credit hour guarantee would be \$44.00.
 - b.) If 140 credit hour guarantee per semester is not met, the rate would revert to the regular rate.
3. Dual Enrollment at the Out-of-District School with an HFC Instructor.
 - a.) Reduction in the rate due to space provided with 36 guaranteed credit hours for each class of \$29.00.
 - b.) Reduction in the rate due to space provided with 72 or more guaranteed credit hours for each class of \$44.00.
4. Dual Enrollment at the In-District School with an HFC Instructor.
 - a.) Reduction to the In-District Rate due to space provided by district of \$18.00.

5. Dual Enrollment at an Out-of-District School with the High School College Certified Instructor.
 - a.) Reduction to the Rate for the district providing space and the instructor with 36 guaranteed credit hours by \$70.00.
 - c.) Reduction to the Rate for the district providing space and the instructor with 72 or more guaranteed credit hours by \$85.00.

6. Dual Enrollment at an In-District School Providing Space and an Instructor.
 - a.) Reduction in the In-District Rate for providing space and an instructor of \$46.00.

In order to obtain this rate, an MOU agreement would need to be negotiated and agreed to by both parties.

An additional arrangement has been made with companies within Dearborn who pay property taxes. Since the Companies are Third Party payers, the College has instituted an agreement where all of their employees, regardless of where they live, would receive In-District tuition rates as long as the Company is the Third Party payer for the student fees. This arrangement was initiated in Fall 2015.

Henry Ford College Dual Enrollment Rates

	Per Credit Hour Reduction In <u>District</u>	Per Credit Hour Reduction Out of <u>District</u>
Services Provided at HFC		
- Less Than 140 Credit hours	\$0.00	\$0.00
- 140 Credit Hours or More	\$0.00	\$44.00
Space Provided AT K-12		
- Minimum of 36 Credit Hours	\$18.00	\$29.00
- 72 Credit Hours or More	\$18.00	\$44.00
Space and Instructor Provided By K-12		
- Minimum of 36 Credit Hours	\$46.00	\$70.00
- 72 Credit Hours or More	\$46.00	\$85.00

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Laerdal SimView System

The faculty of the Health Sciences Division request a contract for the purchase of one (1) Laerdal SimView System and integration services. The School of Nursing seeks to expand the use of patient simulation technology in order to provide the opportunity for all students to participate in essential, high risk skills and complex patient care scenarios that clinical agencies cannot consistently provide. The Laerdal SimView System functions as a specialized lecture capture system that integrates with Laerdal manikins and training devices. The SimView System includes advanced computer work stations, audio visual components (fixed cameras, pan-tilt-zoom cameras, microphones), and software licenses that will allow instructors to record demonstrations performed on Nursing's SimMan 3G Patient Simulator and SimBaby Laerdal training manikins. With this system, demonstrations can be viewed live in multiple locations and recorded for later use or viewing at any time over the internet. No lecture capture capabilities currently exist at the School of Nursing. Only Laerdal Medical Corporation manufactures, installs and integrates the Laerdal SimView System. The College requests a sole source award.

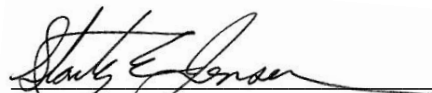
The cost of the SimView system, including hardware, software, set up, and integration, shall not exceed \$69,928.21. Federal Vocational Education Equipment Grant (Perkins) monies provide 50% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Laerdal Medical Corporation for an amount not to exceed \$69,928.21 for the purchase and installation of a Laerdal SimView System, in accordance with Quote #1-457XOE dated February 2, 2017.



John S. Satkowski, J.D.
Vice President of Financial Services



Stanley E. Jensen, Ph.D.
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Online Orientation Software Renewal

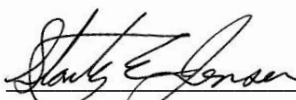
The College administration requests the renewal of a contract for Online Orientation Software licenses as provided by Comevo LLC. In 2014, the Mandatory Orientation Task Force researched the best option for implementing a student orientation program and recommended the selection of Comevo LLC as the provider for online orientation services. The College entered into an agreement for thirty-six (36) subscriptions for software and hosting services that the Board approved in April 2014. Since that time, Enrollment Services reports that the product is fully integrated with WebAdvisor and well received by students and staff. The original subscription will expire in November 2017. By ordering the renewal now, the College locks in pricing for a three-year subscription at the same cost as in 2014 – a total of \$33,048. Comevo will not invoice until next fiscal year. The College requests a sole source award.

RECOMMENDATION:

The College administration recommends a contract award to Comevo LLC for \$33,048 for Online Orientation Software licenses in accordance with their proposal dated January 10, 2017.



John S. Satkowski, J.D.
Vice President of Financial Services



Stanley E. Jensen, Ph.D.
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: CareerFocus Magazine

The College administration requests a contract for the printing of the Spring 2017 edition of the CareerFocus Magazine and associated services. The CareerFocus Magazine is a product of the CareerFocus Consortium of Community Colleges, a network of 75 community colleges. The consortium allows each member college to draw from an extensive library of professionally written articles, full-service design, mailing and printing services to produce a customized magazine about career-oriented programs for current and potential students. By providing information about real careers, including salaries and testimonials, the magazine and related on-line resources can help students make better decisions about their education and the careers for which community college programs could prepare them. The consortium's CareerFocus publications are available exclusively through Academic Marketing Services.

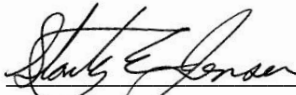
The CareerFocus Magazine is a 16 page, glossy, full color publication. The cost for producing and distributing the magazine totals \$39,999.00. The total includes: printing of 103,200 copies (\$28,946 or \$0.281/ea); postage for mailing 102,200 copies (\$9,505 or \$0.093/ea); shipping charges to post office and campus (\$1,548); analytical marketing tools (included); fully-responsive on-line editions for PC, tablet, mobile and social media (included); and full access to the consortium's library, design services, and mail preparation services (included). Local dollars for the Federal Vocational Education Equipment Grant (Perkins) provide 100% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Academic Marketing Services for \$39,999 for the printing of the CareerFocus Magazine and associated services, in accordance with Quote #10173-2 dated July 6, 2016.



John S. Satkowski, J.D.
Vice President of Financial Services



Stanley E. Jensen, Ph.D.
President

STAFF RECOMMENDATIONS

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

Resignation (A-7)

Omar Al-Ani, appointed 2/22/16, Campus Safety, Campus Safety Associate-Dispatch, submitted 12/15/16, effective 12/31/16.

Chad Banks, appointed 10/21/15, Research, Marketing and Effectiveness, IR Business Intelligence Analyst, submitted 1/12/17, effective 1/26/17.

Andromeda Kosova, appointed 7/20/16, Orientation and New Student Engagement Associate, Enrollment Services, submitted 1/24/17, effective 2/3/17.

Retirement (B-7)

Sharon Maitland, Enrollment Services, Enrollment Associate III, 16 years of service, effective 2/28/17.

James Mondro, Facility Services, Building Operator, 25 years of service. Effective 2/14/17.

Leave of Absences (C-7)

Anne Hodgins, appointed 4/19/94, Lab Associate II, Student Outreach and Success, submitted 2/9/17, effective 2/20/17; REASON: Extended Health Leave through 6/30/17.

Appointment (D-7)

James Blair, 3010 Alice, Dearborn, 48124, Electronics Instructor, Industrial Technology Division, \$59,832, LMA-Career, Step 6, effective 8/22/17, 10 Months; AS degree from Henry Ford College with a major in electronics/robotics, BS degree from Eastern Michigan University with a major in electrical engineering technology. Mr. Blair was temporary, full-time during the 2015-2016 and 2016-2017 academic years.

Joel Geffen, 1245 Creal Crescent, Ann Arbor, 48103, Religious Studies Instructor, Social Science, Arts and Fitness Division, \$73,017, PhD-Non-Career, Step 6, effective 8/22/17, 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. Dr. Geffen was temporary, full-time during the 2015-2016 and 2016-2017 academic years.

Salary Change in Status (E-7)

Shai James-Boyd, Senior Development Officer, Office of Development, from Grade 9, Step 10, 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, to Grade 6, Step 4, 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71; REASON: Reclassification per Local 71 Reclassification Committee.

Debra Smith, Coordinator, Teaching and Learning Services, from Grade 8, Step 10, Schedule 2016-2021 Henry Ford Community College Administrators' Associate Salary Schedule, Local 71, to Grade 4, Step 1, 2016-2021 Henry Ford Community College Administrators' Association.

Change in Classification (F-7)

Lauren Frederick, from Financial Services, Payroll Associate (Full-Time) to Department Secretary (Part-Time), Workforce Development, effective 2/21/17, \$20.51 per hour, Step 10, 12 Months.