

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: DTE Next Generation Advanced Technological Workforce Pipeline Development Grant

The School of Business, Entrepreneurship and Professional Development is delighted to announce its launch of the Power and Trades Pathways program. This stackable credential program is intended to provide students with the basic work skills necessary to obtain entry-level employment in a career in one of five job roles within the Energy Industry. By working with DTE Energy to identify industry specific skills and translate them into structured and robust educational experiences, the Power and Trades Pathways program serves as the first step in developing a new talent pipeline for energy companies across the Southeast Michigan region.

Through a needs analysis done in collaboration with Subject Matter Experts from DTE Energy, our Faculty Developers were able to identify a common core curricula across the five targeted job roles. Based on this analysis, the Faculty Developers have created foundation courses, called the "Power and Trades Pathways Core" Certificate, which will be the first of multiple certificates students can earn in this program. Five job-specific certificates have been created and division faculty is in the development phase of building hands-on learning modules and occupational lab simulations for each of the five job roles. To support this program, equipment is being purchased and minor construction is taking place to create a shared "Power and Trades Pathways" lab in the Technology Building.

In coordination with Henry Ford College's student support services, The School of Business, Entrepreneurship and Professional Development is ensuring student's successful completion of the program by providing contextualized remediation and workshops to improve occupational awareness, develop foundational learning skills, and sharpen test-taking abilities. In addition, pipeline development activities are taking place, such as strategically marketing and recruiting the program, engaging utility contractors in the development of the program, and partnering with local high schools and workforce development agencies.

While DTE and HFC have made considerable progress towards reaching the outcomes associated with the DTE Foundation Grant, both parties are exploring the benefits and potentials of entering into a no-cost extension in order to continue this work beyond the original timeline. Although this will entail budget adjustments, no new funding will be required or expected of either institution.



Michael A. Nealon, PhD
Vice President of Academic Affairs



John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Proposed 2018-2019 (FY2019) Tuition Adjustment for Fall 2018 Semester

As the College continues with progress in addressing revenue challenges for 2018-2019, there are many program enhancements that need to be addressed in addition to addressing an overall increase in operating costs. With enrollment slightly down for FY2018 by .5 percent, state aid expected to be flat for FY2019, and property tax revenue expected to be relatively flat for FY2019, a minimal tuition increase is being recommended for 2018-2019.

In reviewing the College's revenue components of state appropriations, property tax revenue, and tuition, it is noted that revenues increased by only 12.1 percent to an inflation rate of 13.3 percent from FY2010 through FY2017. During this same period, state appropriations increased by only 5.30 percent and property taxes decreased, on the initial 3 mills at the College, by 27 percent. No increase is expected in either state appropriations or property taxes for FY2019. Tuition revenue 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, maintaining some of the lowest tuition rates in the State for community colleges.

In comparing the College's rates with other Michigan community colleges (Attachment 1), based upon 2017-2018 rates, the Henry Ford College in-district tuition rate of \$96 is the 3rd lowest out of 28 colleges, the out-of-district rate of \$166 is the 9th lowest, and the out-of-state rate is the 13th 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	\$ 96.00	\$ 99.00	3.1%
Out-of-District	\$166.00	\$172.00	3.6%
Out-of-State	\$240.00	\$250.00	4.2%
International	\$240.00	\$250.00	4.2%

Based on the 2017-2018 tuition rates of the other 27 Michigan community colleges, these proposed 2018-2019 tuition rates would place Henry Ford College at 3rd, 9th, and 17th lowest for in-district, out-of-district, and out-of-state tuition rates respectively. However, per MCCBOA surveys, most colleges will be increasing rates in FY2019. 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 for tuition based on contact hours often costs students more since contact hours may exceed credit hours in a number of classes. Henry Ford College generally charges most students a lower rate when contact hours exceed credit hours, as these excess contact hours are capped at five excess contact hours per class for billing purposes and the FY2019 rate will be \$96 per excess contact hour for all students, regardless of where they live.

RECOMMENDATION:

It is recommended that tuition rates for in-district, out-of-district, out-of-state, and international students be set for FY2019 (beginning Fall 2018) at \$99.00, \$172.00, \$250.00, and \$250.00 per credit hour respectively.



Kevin J. Culler
Executive Director of Financial Services and
Financial Aid



John S. Satkowski, JD
Interim President

2017-2018 Tuition Rate Comparison for Michigan Community Colleges

Attachment 1

		2017-2018			2017-2018			2017-2018
College		In-District	College		Out-of-District	College		Out-of-State
01	Oakland (Contact)	\$ 90.00	01	Wayne County	\$ 118.30	01	Wayne County	\$ 148.90
02	Washtenaw (Credit)	\$ 95.00	02	Southwestern	\$ 154.00	02	Southwestern	\$ 168.00
03	Henry Ford (Credit)	\$ 96.00	03	Schoolcraft	\$ 157.00	03	Oakland	\$ 174.00
04	Macomb (Credit)	\$ 100.00	04	Lake Michigan	\$ 157.50	04	Gogebic	\$ 194.00
05	West Shore (Contact)	\$ 100.00	05	Washtenaw	\$ 158.00	05	Mid Michigan	\$ 202.00
06	Lake Michigan (Contact)	\$ 102.00	06	West Shore	\$ 160.00	06	Alpena	\$ 203.00
07	Lansing (Credit)	\$ 103.00	07	Gogebic	\$ 164.00	07	Glen Oaks	\$ 209.00
08	Northwestern Michigan (Contact)	\$ 103.70	08	Kirtland	\$ 166.00	08	Monroe County	\$ 211.50
09	Kalamazoo Valley (Contact)	\$ 105.00	09	Henry Ford	\$ 166.00	09	Washtenaw	\$ 214.00
10	Muskegon (Contact)	\$ 105.00	10	Oakland	\$ 174.00	10	West Shore	\$ 220.00
11	Delta (Credit)	\$ 107.00	11	Kellogg	\$ 174.75	11	Schoolcraft	\$ 231.00
12	Monroe County (Contact)	\$ 107.00	12	Glen Oaks	\$ 175.00	12	Macomb	\$ 237.00
13	Wayne County (Credit)	\$ 107.10	13	Kalamazoo Valley	\$ 180.50	13	Henry Ford	\$ 240.00
14	Kellogg (Credit)	\$ 107.75	14	Delta	\$ 183.00	14	Lake Michigan	\$ 242.00
15	Montcalm (Contact)	\$ 108.00	15	Mott	\$ 183.48	15	Kalamazoo Valley	\$ 242.50
16	Schoolcraft (Credit)	\$ 108.00	16	Macomb	\$ 186.00	16	North Central	\$ 244.00
17	Glen Oaks (Contact)	\$ 112.00	17	North Central	\$ 188.00	17	Bay de Noc	\$ 250.00
18	Grand Rapids (Contact)	\$ 113.00	18	Monroe County	\$ 190.00	18	Kirtland	\$ 250.00
19	Kirtland (Contact)	\$ 113.00	19	Muskegon	\$ 196.00	19	Kellogg	\$ 250.00
20	North Central (Contact)	\$ 113.00	20	Mid Michigan	\$ 202.00	20	Mott	\$ 261.40
21	Gogebic (Credit)	\$ 115.00	21	Alpena	\$ 203.00	21	Muskegon	\$ 274.00
22	St. Clair County (Contact)	\$ 117.00	22	Montcalm	\$ 204.00	22	Northwestern Michigan	\$ 281.00
23	Southwestern (Contact)	\$ 118.00	23	Bay de Noc	\$ 205.00	23	Jackson	\$ 290.00
24	Bay de Noc (Contact)	\$ 119.00	24	Lansing	\$ 206.00	24	Lansing	\$ 309.00
25	Mid Michigan (Contact)	\$ 120.00	25	Northwestern Michigan	\$ 215.60	25	St. Clair County	\$ 330.00
26	Alpena (Contact)	\$ 129.00	26	Jackson	\$ 217.00	26	Montcalm	\$ 333.00
27	Mott (Contact)	\$ 137.60	27	St. Clair County	\$ 227.00	27	Delta	\$ 344.00
28	Jackson (Contact)	\$ 145.00	28	Grand Rapids	\$ 242.00	28	Grand Rapids	\$ 359.00
State Average		\$ 110.58	State Average		\$ 184.04	State Average		\$ 246.87

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Tablet Computers and Wireless Access Points
Sealed Bid #19002

The faculty of the Computer Information Systems department request a contract for the purchase of Microsoft Surface Pro Tablet Computers and five different types of Wi-Fi Wireless Access Points from Aruba, Cisco, Ruckus and Wasp Bar Code. Students will use this equipment in the classroom labs of the CIS Network Administration Program. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.


The College solicited proposals under Sealed Bid #19002. The responses appear below.

PCMG	\$35,944.82
Access Interactive	36,280.50
Connection	Disqualified - 34,512.14
Sehi Computer Products	Disqualified - 23,655.00
Alliance Technology Solutions	No Bid
B & H Photo Video	No Reply
Best Buy For Education	No Reply
Canton Computers	No Reply
CDW-G	No Reply
Staples Business Advantage	No Reply
Summit Information Resources	No Reply
Troxell Communications	No Reply
Y&S Technologies	No Reply
Zones	No Reply

Note: Connection made substitutions that did not meet specifications on three of the six line items on the bid. Sehi Computer Products bid on only two of the six line items on the bid.

RECOMMENDATION:

The College administration recommends a contract award to PCMG, Inc. for \$35,944.82 for the purchase of Tablet Computers and Wireless Access Points in accordance with the specifications of Sealed Bid #19002.


David C. Cunningham, PhD
Director of Financial Services


John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Dell OptiPlex Computers
Sealed Bid #19100

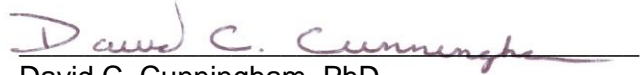
The Executive Director of Enrollment Services/Registration requests a contract for the purchase of one hundred one (101) Dell OptiPlex 3050 All-in-One Computers. Based on the successful installation of seventy-four Dell OptiPlex 3050 computers in fall 2017 in the Enrollment Lab, the College recommends using the same systems in the Assessment Center Lab in the Welcome Center. Many of the existing six-year-old computers will be cascaded to replace older systems in other areas of the College. IT Services will salvage parts from any remaining computers. The Technology Investment Fund (TIF) provides 100% of the funding for this project.

The College solicited proposals under Sealed Bid #19100. The bid responses appear below. The base bid specifications called for (1) Dell 8GB DDR4 Memory Module. Four bidders offered voluntary alternates with different memory or system configurations. The College reviewed the technical merits of the proposed alternates. Two alternates failed to meet minimum specifications and were disqualified – Connection for failing to provide 8GB Memory and Sehi Computer for failing to provide the Dell Optiplex 3050 system. Two other alternates showed that the College could achieve cost savings and system performance enhancements if it changed the memory configuration to two 4GB modules. Purchasing issued post bid Addendum 1 asking all bid respondents to quote on a system with (1) Dell 4GB Memory Module and (1) 4GB third-party equivalent module supplied, installed, and warranted by the bidder.

Firm	Base Bid	Alternates	Addendum 1
Access Interactive	\$85,698.50		\$76,406.50
PCMG	102,768.51	83,636.08 2x4GB Dell Memory	82,756.37
Connection	Alternate Memory	71,443.36 1x4GB Dell Memory only - Disqualified	No Reply
Zones	Alternate Memory	83,325.00 unidentified 1x8GB Memory	No Reply
Sehi Computer Products	Alternate System	73,831.00 HP ProOne 400G3 AIO - Disqualified	No Bid
Alliance Technology Solutions	No Bid		
Best Buy For Education	No Bid		
B & H Photo Video	No Reply		
Canton Computers	No Reply		
CDW-G	No Reply		
Staples Business Advantage	No Reply		
Summit Information Resources	No Reply		
Troxell Communications	No Reply		
Y&S Technologies	No Reply		

RECOMMENDATION:

The College administration recommends a contract award to Access Interactive for \$76,406.50 for the purchase of Dell OptiPlex 3050 All-in-One Computers in accordance with the specifications of Sealed Bid #19100.


David C. Cunningham, PhD
Director of Financial Services


John S. Satkowski, JD
Interim President

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BID AWARD

SUBJECT: Land Surveying Systems - GNSS
Sealed Bid #19013R

The faculty of the Architecture Construction Technology program request a contract for the purchase of two (2) Global Navigation Satellite Systems (GNSS) Land Surveying Packages. These highly accurate, survey-grade GNSS receivers are regularly used in industry to position survey markers, buildings, and road construction. Students who use this equipment proficiently will strengthen their qualifications, skills and access to high-wage, high-demand Civil Engineering Technician jobs. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

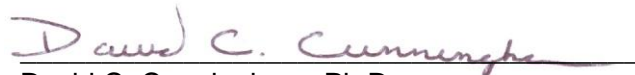
Note: The Board originally approved Bid #19013 at the January 16, 2018 meeting. Prior to issuing a contract, Purchasing recognized that all bidders on the original solicitation submitted responses with the same pricing error – their total price included devices for only one surveying package instead of two. Purchasing issued a revised bid. All responses to the rebid contain the correct combination of devices to furnish two complete GNSS Land Surveying packages.

The College solicited proposals under Sealed Bid #19013R. The responses appear below.

<u>Firm</u>	<u>Model</u>	<u>Total</u>
Precision Laser & Instrument	Spectra Precision SP80	\$42,390.96
Michigan Surveyors Supply	Spectra Precision SP80	52,479.14
Michigan Surveyors Supply	Trimble R8s RTK	83,055.14
City Blueprint of Toledo		No Reply
Precision Midwest		No Reply
Seiler Instrument & Manufacturing		No Reply
Xpert Survey Equipment		No Reply

RECOMMENDATION:

The College administration recommends a contract award to Precision Laser & Instrument for \$42,390.96 for the purchase of GNSS Land Surveying Packages in accordance with the specifications of Sealed Bid #19013R.


David C. Cunningham, Ph.D.
Director of Financial Services


John S. Satkowski, J.D.
Interim President

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CONTRACT AWARD

SUBJECT: Steelcase Furniture, Enrollment Labs

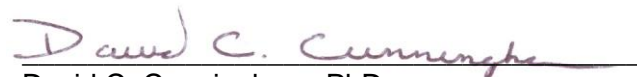
The Executive Director of Enrollment Services/Registration requests a contract for the purchase and installation of Steelcase furniture for two Enrollment Labs (Rooms 112 & 113) in the Welcome Center. Each room will be equipped with furniture designed to increase the flexibility of staff, enabling them to work with students individually and with greater privacy on enrollment, financial, and academic issues. The furniture layout includes four new desks and chairs in each room, privacy screens, storage units for staff, and a pre-registration kiosk used to improve the flow of students seeking one-on-one assistance. Funds for this purchase are budgeted in the Enrollment 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. The College requests a sole source award.

The discounted contract cost for all furniture, shipping and installation totals \$42,385.01.

RECOMMENDATION:

The College administration recommends a contract award to Lincoln Office Solutions for \$42,385.01 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #9981R10 dated February 8, 2018.



David C. Cunningham, PhD
Director of Financial Services



John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
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CONTRACT AWARD

SUBJECT: Ellucian Elevate Software

The Dean of the School of Business, Entrepreneurship and Professional Development requests a contract for the purchase of a five-year software subscription for Ellucian Elevate Software and related hosting services. Ellucian is the developer of the Colleague software system (HANK) used by the College. The Ellucian Elevate software module is designed specifically for continuing education and workforce development programs. It allows the College to build, alter, and measure continuing education and workforce development courses as quickly as students, corporate customers, and faculty demand. By integrating directly with the College's HANK system, Ellucian Elevate gives professional and workforce development administrators the power to manage, report, and market customized programs as needed.

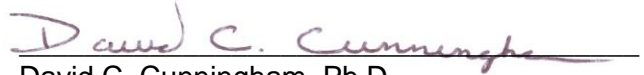
Key features include:

- Mobility. Ellucian Elevate is mobile ready, giving students greater access and freedom to enroll on the fly.
- Employer portal. Employers can suggest relevant courses, provide a registration shopping cart, enroll employees, and process payments from their own portal.
- Seamless integration. Quick and easy integration requires few IT resources and reduces bottlenecks, so you see a ROI faster.
- Marketing and communication tools. Better target, package, and remarket program offerings to students and corporate partners with automated, tailored communications.
- Analytics and dashboards. Break-even dashboards with course go/no-go modeling deliver transparency into course key performance indicators before you launch, so you cancel under-performing courses before they even start.
- Faculty management. Real-time course management tools give you visibility into faculty load and costs so you know the entire cost of each course.
- Billing. The payment card industry (PCI)-compliant payment process enables fast, easy, online transactions from students, sponsors, or employers.
- On-demand course management. This responsive, configurable system gives administrators the ability to capture only the data they need to ramp up, alter, and retire courses on demand.

Ellucian Elevate is available in a Software-as-a-Service package so the College does not have to purchase, install, maintain or manage special hardware, software or servers. The discounted cost of an annual subscription to Ellucian Elevate totals \$39,865. The cost is fixed for five years, bringing the five-year total for subscription services to \$199,325. Ellucian offers professional services for implementation consulting (estimated at 299 hours) for a cost of \$63,687 and Payment Gateway Implementation Services for a fixed fee of \$3,750. These services are only billed as provided/incurred.

RECOMMENDATION:

The College administration recommends the award of contracts to Ellucian, Inc. in the amount of \$39,865 per year for a five year subscription to Ellucian Elevate and in the amount not to exceed \$67,437 for implementation services, in accordance with Ellucian Quote #H19-167221-013018.


David C. Cunningham, Ph.D.
Director of Financial Services


John S. Satkowski, J.D.
Interim President

STAFF RECOMMENDATIONS

Recommended action: Move to approve the following staff recommendations at HFC:

Retirement (A-7)

Peggy Strachan, Mailroom, Senior Mail Clerk, 28.5 years of service, effective 4/30/18.

Appointment (B-7)

De'Anna De'Grate, Facilities Services, Facilities Associate, \$12.91 per hour, Step 1, effective 1/22/18, 12 Months; replaces Kevin Caruana who was terminated.

Emily Duff, School of Science, Technology, Engineering, and Mathematics, Geology Instructor, \$66,383 (prorated), PhD, Step 4, effective 1/3/18, 10 Months; BS degree from Albion College with a major in geology; MS degree from Michigan Technological University with a major in geology; PhD degree from Michigan Technological University with a major in geology. This is a temporary, full-time assignment for the Winter 2018 semester.

Latasha Marks, Network and Infrastructure, Help Desk Associate II, \$19.25 per hour, Step 4, effective 2/20/18, 12 Months; replaced Jason Mills who was promoted to fill an additional position as part of the restructure of Information Technology.

Change in Classification (C-7)

Cynthia Brown, from Enrollment Associate II – Call Center, Enrollment Services, to Enrollment Associate III, Enrollment Services, effective 2/20/18, \$17.15 per hour, \$1.16 Increase, total \$18.31 per hour, Step 3, 12 Months; REASON: Promotion to replace Jamie Paffenroth who transferred to replace Jodi Kenney who transferred to replace Anne Purcell who resigned.

Shafyla Thompson, from Records Associate III, Registration and Records, to Buyer Associate, College Store, effective 2/20/18, \$19.25 per hour, \$0.66 increase, total \$19.91 per hour, Step 7, 12 Months; REASON: Promotion to replace Sophie Craig who retired.