

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Committee for the Assessment of Student Learning (CASL)

The purpose of assessment at Henry Ford College is to gather information on student learning and development that can be used to increase student achievement. The College's efforts to improve student learning through instructional or curricular and co-curricular changes are to be informed in part by effective assessment procedures.

The committee is responsible for the coordination, supervision and communication of assessment activities for the purpose of improving student learning and development. The committee oversees all activities that relate to formal assessment of Institutional Learning outcomes (formerly General Education outcomes), program learning outcomes, and co-curricular activity outcomes at the College.

Our goal is to improve student learning and development. It involves helping each faculty member set high standards for student learning and development (outcomes), gather, analyze and interpret evidence to determine how well student performance matches those expectations and using the results to document, explain and take action to improve student performance.

Accomplishments: 2017-2018 Academic Year

- We held our third Assessment Mini-conference in November of 2017 to continue the development of our assessment work with the mentorship of Susan Murphy, Ph.D. and Susan Hatfield, Ph.D. from the Higher Learning Commission. This conference focused on using data to improve student learning.
- To assess our **Institutional Learning Outcomes** (ILO's), we developed projects using what we learned from 2016-2017 course-centric assessment of outcomes. This year, the ILO sub-committees collaborated with faculty across the college to assess how ILO's are applied in programs. This cross-curricular assessment will help us identify areas where students need assistance with knowledge and skill transfer in a discipline.
- Faculty and staff completed 13 **Co-Curricular** assessment projects and put actions in place during the fall of 2017, and are currently developing 9 projects for implementation the fall of 2018.
- To support **Programs**, our college-wide assessment process uses formative and summative assessment measures, focuses on aligning courses with program learning outcomes, specifies a level of performance for each course, and emphasizes a coherent progression of learning in the program's course sequence. To facilitate summative assessment, all associate degree programs program leads are encouraged to have summative data collected in a capstone course or at the end of the program. Program improvement actions from our program pilot projects were implemented in winter 2017. Faculty are now collecting data to determine the effectiveness of these actions. This is an ongoing cycle of program assessment intended to examine the student learning related to each program learning outcome on a regular basis.

- We have completed the formal documentation of our five-year assessment plans for all Program Learning outcomes and Institutional Learning outcomes. We also completed our IDC (Introductory, Developing, and Competent) mapping of program courses and institutional outcomes. Plans and mapping are presently available on the G: drive and will be moved to an internal website fall of 2018.
- Two years ago, HFC joined the Higher Learning Commission Assessment Academy. As part of our academy work, we continue to roll out our Cultural Transformation Plan to support our institutional assessment plans.
 - The team is working with our IT colleagues to build both internal and external assessment websites.
 - The team is assisting our advisors and counselors with educating our students about how students can achieve our institutional outcomes throughout their course of study at HFC.
 - The team has prepared information sheets to be used during advisory board meetings to gather information from future employers and stakeholders to ensure HFC's curriculum aligns with their needs.
 - The team has provided drop-in workshops and brown bag sessions to assist faculty with data collection and analysis.
 - The team is currently developing student video testimonials on the value of instructional learning outcomes to their education and student designed posters.

Next Steps: 2018-2019 Academic Year

- **Institutional Outcomes:** Implement action plans to improve student learning
- **Programs:** Implement action plans and collect evidence for ongoing assessment to support Program Review.
- **Co-curricular:** Develop and collect data to support and develop 2017-2018 assessment work.
- **CASL Co-chairs:** Coordinate assessment across courses, programs, and co-curricular activities.
- **CASL Sub-committees:** Broaden membership to include colleagues in other Departments. Plan and implement cross-curricular actions to improve student learning.
- **Institutional outcomes, Programs, and Co-curricular:** Implement actions to support the fall 2019 Higher Learning Commission (HLC) Accreditation visit.



Michael A. Nealon, PhD
Vice President of Academic Affairs



John S. Satkowski, JD
Interim President

**HENRY FORD COMMUNITY COLLEGE
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BOARD REPORT

SUBJECT: Millage Renewal

In the years from 2008-2014, revenue to HFC declined significantly. As property values declined, property tax revenue declined as well. However, the one mill that was approved for five years, starting in FY2015, has restored property tax revenue to the FY2008 levels. The College, for FY2018, will receive approximately the same amount of property tax funds from four mills that it received from three mills in 2008. Three mills would generate \$4.2 million less in property tax funds when compared to FY2008.

HFC continues to take strong actions to reduce costs and work to align expenditures with revenues. Funding requests must be reviewed against the strategic plan to justify any added expense item to the general fund budget through the Strategic Planning On-Line (SPOL) process.

Throughout the process to reduce costs, the focus has remained on our core mission of teaching and learning and on student success. However, the reductions that would be necessary, should the one mill not be extended for another five years, would cut into core programs and services for students and affect workforce and economic development for the community. For example, key programs such as nursing and health careers, computer information systems, and advanced manufacturing provide a trained workforce for well paying jobs that provide critical services to the community and to business and industry. Unless the revenue levels are retained at current levels, in particular property taxes, fundamental programs and services to students and the community are at risk.

Henry Ford College receives foundational financial support from local taxpayers based on a millage levy. The current levy has two parts. The first is a three mill levy renewed in 2013 for ten years. The second is a one mill levy that that was approved for five years in 2013. The two levies combined provide approximately \$15 million to the College each year which is equivalent to the amount provided in 2009.

In 2009, a taxpayer with a \$40,000 taxable value paid \$120 (three mills) on taxes at Henry Ford College. Due to the recession that started in 2010, the taxable value of that same house has decreased to a point where four mills generates \$119.28 for HFC. Therefore, a resident in Dearborn would be paying the same amount of property taxes in 2018 with “four” mills as they did in 2009 with “three” mills.

In 2013, the additional mill was communicated to the public for use “to support special student success initiatives, including a University Center for students wishing to further

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BID AWARD

SUBJECT: Cisco Catalyst Switches
Sealed Bid #19367


The Director of Network and IT Infrastructure requests a contract for the purchase of twelve (12) Cisco Catalyst 9300 Series Access Switches, four (4) Cisco Catalyst 9500 Series Distribution Switches and associated components, supplies, and support. This request supports the College's efforts to refresh and expand its current wireless system campus wide. In the past two months, the Board approved contracts for the purchase of seven hundred (700) Cisco Meraki MR42 Access Points and for the cabling and installation services necessary to put them in place. The new access points will allow more users to transmit more data over the wireless system. New, higher capacity network switches are needed in order for the system to handle the increased data flow.

The College invited proposals under Sealed Bid #19367. The bid responses appear below.

PCM-G	\$206,595.76
Sentinel Technologies	209,818.20
Access Interactive	No Reply
CDW-G	No Reply
KLA Laboratories	No Reply
Logicalis	No Reply
Micro Source	No Reply
Micro Wise	No Reply

RECOMMENDATION:


The College administration recommends a contract award to PCM-G, Inc. for \$206,595.76 for the purchase of Cisco Catalyst Switches in accordance with the specifications of Sealed Bid #19367.


David C. Cunningham, PhD
Director of Financial Services


John S. Satkowski, JD
Interim President

their education and remain in Dearborn and the surrounding communities; enhanced programming for international students; a comprehensive Student Success Center; upgrades and purchases of state-of-the-art technology and laboratory equipment; and enhanced distance education courses and degree programs. The restoration millage will be used to restore reduced funding as a result of declining State of Michigan appropriations and decreased local property taxes”.

As an important driver to the Dearborn economy, the College brings over \$102 million in income to the community each year, according to a recent economic impact study. Nearly 27,000 students and employees attend classes or work at the College and spend dollars for local goods and services and support local businesses. Further, Henry Ford College continues to be a gateway to an excellent and affordable education for our students that leads to a better future and a better life with the lowest in-district tuition rates in the state. Administration recommends moving forward to request approval from the voters on the November 2018 ballot for the renewal of one mill for five years.



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BID AWARD

SUBJECT: Solid State Drives and Brackets
Sealed Bid #19396

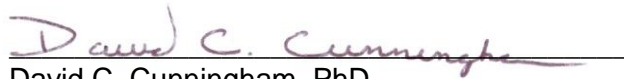
The Director of Network and IT Infrastructure requests a contract for the purchase of PNY CS900-Series Solid State Hard Drives (SSD) and Mounting Brackets in order to upgrade existing administrative computers throughout the College. A similar, but larger, purchase was made in April 2018 to upgrade student computers in classrooms and labs. SSDs improve the speed and performance of computers compared to traditional hard drives. IT Services will replace old hard drives with the new SSD drives in six hundred (600) computers used by faculty, staff and administrators. The order will include five hundred seventy-five (575) 240GB drives, twenty-five (25) 480GB drives, and four hundred (400) mounting brackets for the drives.

The College invited proposals under Sealed Bid #19396. The bid responses appear below.

Zones	\$38,556.50
CDW-G	38,963.75
PCM-G	39,599.75
Canton Computer	40,517.51
Access Interactive	41,325.00
Connection	41,595.00
Summit Information Resources	44,369.00
B & H Photo Video	45,700.00
Advantage Imaging Supply	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Zones, Inc. for \$38,556.50 for the purchase of Solid State Hard Drives and Mounting Brackets in accordance with the specifications of Sealed Bid #19396.


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CONTRACT AWARD

SUBJECT: Steelcase Furniture, Library


The Director of Teaching and Learning Services requests a contract for the purchase and installation of Steelcase furniture for student use in the Eshleman Library. The furniture plan provides for various sizes and styles of tables, chairs, stools, soft seating and privacy screens. In addition, the order includes power modules on all of the new tables and extra power units that will be added to some existing tables. This purchase addresses student requests for increased seating, work spaces and electrical access in the library. After installation of the new furniture and electrical service, the library will have seating and power around the entire north side of the first and second floors, most of the west wall on the first floor, and most of the south wall on the second floor.

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 furniture, shipping and installation services totals \$114,939.15. The Library Foundation account and general fund accounts provide the funding for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to award to Lincoln Office Solutions for \$114,939.15 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #10102 dated May 2, 2018.


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CONTRACT AWARD

SUBJECT: Steelcase Furniture, Surgical Technician Lab

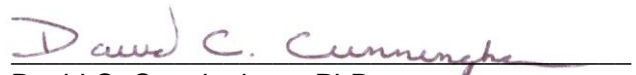
The faculty of the Surgical Technician program request a contract for the purchase and installation of Steelcase furniture for student use in the Surgical Technician Lab. The Surgical Technician Lab will be renovated during the upcoming summer semester. The furniture plan supports the renovation by providing for classroom furniture (4 tables and 16 chairs) and floor-to-ceiling wall panels that will divide the lab into separate areas for a classroom and meeting space, a surgical scrub room, and an operating room. After the room renovation and the installation of the new furniture, the Surgical Technician Lab will simulate an operating room setting at a health care facility while allowing for the observation of demonstration and training activities.

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 furniture, shipping and installation services totals \$31,126.79. The Construction Fund provides the funding for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to award to Lincoln Office Solutions for \$31,126.79 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #10157-R1 dated May 1, 2018.


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STAFF RECOMMENDATIONS

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

Resignation (A-10)

Shannon Rossi, appointed 11/21/17, Library Associate II, Library, submitted 4/11/18, effective 4/19/18.

Christy Ward, appointed 11/19/13, Lab Associate III – Biology, School of Science, Technology, Engineering and Mathematics, submitted 4/10/18, effective 4/25/18.

Leave of Absence (B-10)

Adnan Saleh, appointed 10/10/95, Facilities Associate, Facility Services, submitted 3/14/18, effective 7/5/18; REASON: General purpose leave through 10/5/18.

Appointment (C-10)

Gay Donaldson, Library, Library Associate I (Part-Time), \$14.32 per hour, Step 4, effective 5/22/18, 12 Months; replaces Phuong-Cat Ngo who resigned.

Christine Woo, College Store, Customer Service Associate, \$13.13 per hour, Step 3, effective 5/22/18, 12 Months; replaces Kathy Rathwell who transferred to replace Peggy Strachan who retired.

Return from Leave of Absence (D-10)

Hashim Al-Tawil, School of Liberal Arts, Art Instructor, \$104,471, PhD, Step 13, effective 5/8/18; REASON: Return from Sabbatical Leave.

Salary Schedule Change of Status (E-10)

Kathy Campbell, Ophthalmic Tech Instructor, School of Health and Human Services, from Level MA, Step 7, Schedule HFCC Federation of Teachers, to Level MA60, Step 7, Schedule HFCC Federation of Teachers; REASON: Completed requirements for a MA60 degree in Health Administration, effective 5/8/18.

Achievement of Tenure (F-10)

Tazeen Ayub, Arabic Instructor, School of Liberal Arts, effective 5/7/18.

Kathy Campbell, Ophthalmic Tech Instructor, School of Health and Human Services, effective 5/7/18.

Melinda Dewitt, ELI Instructor, School of Liberal Arts, effective 5/7/18.

Jeanine DiDanato, Mathematics Instructor, School of Science, Technology, Engineering and Mathematics, effective 5/7/18.

Achievement of Tenure (F-10) (continued)

Elizabeth Hoffman, Medical Assisting Instructor, School of Health and Human Services, effective 5/7/18.

Hassan Mohseni Nameghi, Pre-Engineering Instructor, School of Science, Technology, Engineering and Mathematics, effective 5/7/18.

Margaret Rutkowski, Spanish Instructor, School of Liberal Arts, effective 5/7/18.

Robert Yahrmatter, Political Science Instructor, School of Liberal Arts, effective 5/7/18.

Michael Zalzali, Mathematics Instructor, School of Science, Technology, Engineering and Mathematics, effective 5/7/18.