

Henry Ford College**Fiscal Year 2019-2020****Board of Trustees General Fund Report With Original Budget (SUMMARY)**

	FY 2018-2019	Change From	FY 2018-2019	Change From	FY 2019-2020
	Adopted	Adopted to	Adjusted	Adjusted Budget	Original
	Budget	FY19-20	Budget	to FY19-20	Budget
Revenues					
Tuition and Fees	\$ 47,497,000	\$ 103,000	\$ 46,047,000	\$ 1,553,000	\$ 47,600,000
Local Property Taxes	\$ 13,362,000	\$ 267,000	\$ 13,362,000	\$ 267,000	\$ 13,629,000
State Appropriation	\$ 25,698,000	\$ 615,000	\$ 25,698,000	\$ 615,000	\$ 26,313,000
Other Revenue	\$ 1,049,000	\$ 226,000	\$ 1,249,000	\$ 26,000	\$ 1,275,000
Total Revenue	\$ 87,606,000	\$ 1,211,000	\$ 86,356,000	\$ 2,461,000	\$ 88,817,000
Expenditures					
Instruction	\$ 35,151,096	\$ (364,948)	\$ 34,126,310	\$ 659,838	\$ 34,786,148
Administration	\$ 12,620,913	\$ 793,051	\$ 12,879,584	\$ 534,380	\$ 13,413,964
Physical Plant	\$ 2,380,454	\$ 20,822	\$ 2,250,455	\$ 150,821	\$ 2,401,276
Employee Benefits	\$ 21,696,124	\$ 229,107	\$ 21,725,569	\$ 199,662	\$ 21,925,231
Total Personnel Costs	\$ 71,848,587	\$ 678,032	\$ 70,981,918	\$ 1,544,701	\$ 72,526,619
Purchased Services	\$ 7,001,146	\$ (388,256)	\$ 7,029,681	\$ (416,791)	\$ 6,612,890
Materials and Supplies	\$ 2,415,792	\$ (906)	\$ 2,238,994	\$ 175,892	\$ 2,414,886
Rent, Utilities, and Insurance	\$ 2,361,876	\$ 182,375	\$ 2,481,876	\$ 62,375	\$ 2,544,251
Operating Expenses	\$ 1,672,859	\$ (112,712)	\$ 1,615,584	\$ (55,437)	\$ 1,560,147
Mandatory transfers	\$ 734,796	\$ 1,681,466	\$ 819,796	\$ 1,596,466	\$ 2,416,262
Capital Expenses	\$ 760,944	\$ (101,999)	\$ 753,151	\$ (94,206)	\$ 658,945
Total Expenditures	\$ 86,796,000	\$ 1,938,000	\$ 85,921,000	\$ 2,813,000	\$ 88,734,000
Total Revenues	\$ 87,606,000	\$ 1,211,000	\$ 86,356,000	\$ 2,461,000	\$ 88,817,000
Excess Revenues/(Expenditures)	\$ 810,000	\$ (727,000)	\$ 435,000	\$ (352,000)	\$ 83,000

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Strategic Enrollment Management (SEM) Team

Established in January of 2019, the Strategic Enrollment Management (SEM) Team represents a different, innovative approach to enrollment management at Henry Ford College. Previously the College employed an Enrollment Management Team that included a few members of the academic areas but primarily focused on recruitment and enrollment within the admissions office. In contrast, SEM offers a comprehensive, integrated approach that considers all factors that influence enrollment, from recruitment to completion. Looking broadly at the range of factors allows this team to coherently guide initiatives while avoiding duplicate and conflicting work. Moreover, the team is focused on determining the optimal enrollment point for the college and a plan for sustaining that enrollment in spite of cyclical changes in the economy and other influences on enrollment numbers. As the roster below shows, the team draws from expertise across campus and encourages further engagement of the entire campus through Sub-Team initiatives.

Transparency and communication are key to inspiring participation and creativity from all parts of campus. The Team has designed a portal page that allows faculty and staff to review meeting minutes and submit enrollment-related recommendations directly to the co-chairs of the Core Team.

As SEM Team members and other staff and faculty members communicate their ideas, Sub-Teams are formed to operationalize those ideas. These represent short-term, initiative-driven teams that invite other interested parties to participate and determine how to enhance one or more areas of enrollment. The current sub-teams include: Focus on 45 Credits, Adult Student Population, Displaced Students from Other Institutions, and the newest one, Latino/Latina Students. Most of these teams are made of additional staff and faculty members, but others, particularly the newest one, engage students and community members to provide the core team with actions to be taken. United under the core SEM Team, these sub-teams share information and coordinate communications for a coherent approach to a variety of initiatives.

Although SEM is designed to bring long-term stability to enrollment, the Team has already begun to reap some short-term gains. For example, in a project that actually began before the SEM team started meeting formally, the Academic and Student Services areas met and devised a plan to automatically award certificates including a new Michigan Transfer Agreement (MTA) certificate, which was subsequently pulled into the SEM team activities. That initiative awarded nearly 2000 certificates. Additionally, the SEM Team has tentatively planned a Transfer Day fair, scheduled for June 26 from 2:00-6:00pm. Admissions intends to invite 200 prospective students with a goal of serving at least 50 potential enrollees. Finally, the SEM Team is assisting with a reassessment of the Seven Steps of Enrollment by providing data and recommendations from the Adult Student Population sub-team; the goal is to create enrollment instructions that are segmented by population.

In the next academic year, the SEM Team will unveil its formal SEM Plan with three community forums in September as well as a printed draft on the portal page. That document will provide the College with clear direction to complete the directives in the Strategic Plan for the College. The Team intends to increase the fall to fall retention rate to 60% and to increase completion to 15% within the next two years.

SEM Core Team Members

Co-Chairs:

Jennifer Ernst, Dean of the School of Liberal Arts

Holly Diamond, Executive Director of Enrollment Services and Registrar

Members:

Lynn Boza, Counseling and AFO President

Rama Chidambaram, Instructor of Math

Chardin Claybourne, Coordinator of the Learning Lab and Tutoring Services

Kevin Culler, Executive Director of Financial Aid

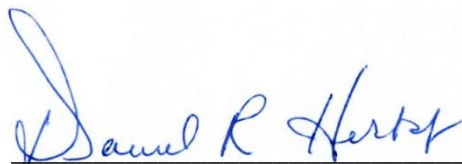
Rhonda DeLong, Director of Marketing and Communications

Paul Fisher, Instructor of Economics and Chair of the Faculty Senate

Eric Gackenbach, Instructor of Culinary Arts

Lori Gonko, Interim Vice President of Institutional Research, Planning and Accreditation

Diane Green, Counseling



Daniel Herbst, PhD

Vice President of Student Affairs



Russell A. Kavalhuna, JD

President

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BOARD REPORT

SUBJECT: Integrated Energy Master Plan Update/Status Update to RFP 19732

The College administration issued a Request for Proposals (RFP) to select the best qualified Energy Performance Contracting partner to implement the College's Integrated Energy Master Plan (IEMP). The IEMP was developed between January 2017 and April 2018 by a multi-disciplinary team from the College and consultants from Garforth International, LLC. The College seeks to implement the IEMP under a single-source Energy Performance-Based Contract. For the purposes of this RFP, "Performance-Based Contract" means a contract that provides all the improvements and upgrades as outlined in the IEMP and associated services in which the program costs are guaranteed by the performance-based contractor to be less than the program benefits attributable to the equipment and services under the contract for the term of the agreement.

This RFP solicited proposals from qualified companies that have the experience, capability, and track record to design, install, maintain, monitor and support the arrangement for financing for a performance-based contracting program that is consistent with the IEMP. The selected performance-based contractor must provide a comprehensive program which includes all of the following:

1. validation of the IEMP energy assessments of Henry Ford College current and future infrastructure;
2. design and installation of efficient equipment and systems;
3. training of relevant personnel in the operation and maintenance of installed systems;
4. training of staff, faculty and students on energy education and awareness;
5. monitoring of energy related costs and systems;
6. selecting necessary Strategic Implementation Network partners (SIN Partners) in support of IEMP measures;
7. support of IEMP academic and community engagement goals;
8. support for financing for the project; and
9. a written financial guarantee that total program costs shall be one hundred percent (100%) covered by the project financial benefits which will include, but not be limited to, utility savings, capital improvement funds, deferred maintenance funds, operating cost reductions and expected returns on incremental investment achieved through this program.

The responses to RFP 19732 appear below.


Company Name	Submitted Notice of Intent	Attended Bidders' Conference	Submitted Proposal
Ameresco	Yes	Yes	No
Energy Systems Group	No	No	No
ENGIE Services U.S.	Yes	Yes	No
Honeywell International	Yes	No	No
Johnson Controls	Yes	Yes	Yes
NORESCO	Yes	Yes	No
Schneider Electric	No	No	No
Siemens Industry	Yes	Yes	Yes

The HFC selection committee, consisting of three consultants from Garforth International and five employees from the College, evaluated and graded the written proposals from Johnson Controls and Siemens Industry. Out of a possible total of 150 points, Johnson Controls averaged 120 and Siemens Industry averaged 112. In addition, both firms made onsite, post-proposal presentations which allowed committee members to gain greater insight and clarity about the companies and their approach to the project. After the proposal reviews and presentations, the selection committee met to discuss their evaluations of the two firms. The HFC selection committee unanimously recommends Johnson Controls, Inc. as the preferred Energy Performance Contracting partner.

At this point, the College administration will discuss “performance-based contract” measures with Johnson Controls, Inc., come to an agreement on the terms and conditions of the formal contract, and then present the contract and the logistics in a recommendation to the Board of Trustees at a future meeting.



John S. Satkowski, JD
Vice President of Financial Services



Russell A. Kavalhuna, JD
President

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BOARD REPORT

SUBJECT: Winter 2019 Technology Investment Fund (TIF) Proposed Projects

Listed below is a summary of projects recommended for funding by the Technology Investment Committee.

Project Director Department/School	Nature of Request	Amount
James Blair Electrical Technology School of Business, Entrepreneurship, and Professional Development	Purchase 12 Siemens Simatic S7-1200 workstations and software to upgrade E-236. These workstations are fully assembled systems used for program testing and line troubleshooting. Current software is ten years old, and the Siemens Company has updated software and trainers. (Note: six trainers and software licenses were purchased with Perkins funds this school year.)	\$111,330
James Blair, Mark Siedlik, and James Anderson Electrical Technology School of Business, Entrepreneurship, and Professional Development	Purchase 11 Altec three-phase transformer bank simulators to upgrade E-230. These simulators combine a physical wiring environment with computer simulation to teach transformer banking to lineworkers. While most houses receive electricity from a single transformer, larger facilities use three-phase power, which requires banking multiple transformers. Lineworkers must have specialized training to build and maintain transformer banks on the power grid.	\$58,773
James Blair and Mark Siedlik Electrical Technology School of Business, Entrepreneurship, and Professional Development	Purchase 23 computers (replacement computers), two data projectors, two visualizers, and 18 software licenses. These computers will replace eight- and 14-year-old computers that are used to design and simulate circuits using Multisim software before students go into the lab for practical work.	\$51,141
Kelly Baratono and Nikole Ford-Kondraciuk Enrollment Services Student Affairs	Purchase 26 computers (replacements) for Orientation Lab. These computers will replace seven-year-old computers that are used for orientation sessions teaching students how to explore HFC information and resources, register for classes, print schedules, request transcripts, study for course placement, log into Hawkmail accounts, and explore student activities.	\$22,750
Rhonda DeLong, Cassandra Fluker, and Donald Dille Public Relations	Purchase digital boards for HFC campus. This project will replace and upgrade campus indoor digital display boards and supporting technology providing improved functionality, customization, flexibility, access, and visibility. The current system is outdated, difficult to maintain, static, fragile and has been in place for 11 years. A centrally managed system will provide direct-to-student benefits, reduce technology obsolescence, reduce downtime for digital displays, and provide live emergency alerts and other notifications posted in real time.	\$151,032
TOTAL		\$395,026

The Technology Investment Committee held an open meeting on Friday, April 5, and Thursday, April 26, to review proposals submitted for funding. The committee recommends these projects be approved for funding.


Vice President Satkowski reports that the current TIF fund balance is \$548,917.

RECOMMENDATION:

The College administration concurs with the Technology Investment Committee and recommends these projects be approved for funding by the HFC Board of Trustees.



John S. Satkowski, JD
Vice President of Financial Services



Russell A. Kavalhuna, JD
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BID AWARD

SUBJECT: 2019 Chevrolet Bolt
Sealed Bid #20153-R1

The faculty of the Automotive Technology department requests a contract for the purchase of one (1) 2019 Chevrolet Bolt EV FWD Premier. This vehicle will be used for instructional purposes in the HFC Automotive Technology program to train students in servicing and maintaining the latest automotive technologies for electric drive systems and driver/vehicle safety. Related features and options for the vehicle include: Electric drive unit with 200 hp (150 kW) of motoring power, 266 lb-ft of motoring torque; Rechargeable Energy Storage System with 60 kWh Lithium-ion battery, including liquid thermal management system with automatic activation; 120-volt portable charge cord.; Electronic transmission selector for Regen On Demand; Low Speed Forward Automatic Braking; Lane Keep Assist with Lane Departure Warning; Forward Collision Alert; Following Distance Indicator; Front Pedestrian Braking; DC Fast Charging capability and additional 120-volt portable charge cord.

The College invited bid submissions under Sealed Bid #20153-R1. The bid responses appear below.

George Matick Chevrolet – Vehicle A	\$38,397.00
George Matick Chevrolet – Vehicle B	40,256.00
Les Stanford Chevrolet – Vehicle C	38,282.89
Les Stanford Chevrolet – Vehicle D	38,350.64
Bowman Chevrolet	No Reply
Buff Whelan Chevrolet	No Reply
Feldman Chevrolet	No Reply
Gordon Chevrolet	No Reply
Hamilton Chevrolet	No Reply
LaFontaine Automotive Group	No Reply
Taylor Chevrolet	No Reply
Todd Wenzel Chevrolet	No Reply

The bid from George Matick Chevrolet for Vehicle A comes closest to the requested options for a vehicle already on a dealer's lot and available for immediate delivery. The Matick bid for Vehicle B reflects the cost of ordering a vehicle with the exact specifications from the factory; however, factory delivery time takes about 12 weeks. Vehicles C and D from Les Stanford come equipped with less desirable option packages and belong to two other dealers, requiring dealer trades that extend delivery times an additional 10 days to 4-6 weeks.

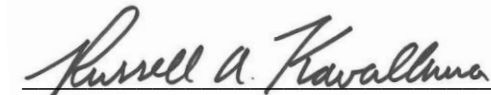
RECOMMENDATION:

The College administration recommends a contract award to George Matick Chevrolet for \$38,397.00 for the purchase of one 2019 Chevrolet Bolt EV FWD Premier, Stock #VT3284,

requested by the Automotive Technology department in accordance with the specifications of Sealed Bid #20153-R1.



John S. Satkowski, JD
Vice President of Financial Services



Russell A. Kavalhuna, JD
President

STAFF RECOMMENDATIONS

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

Resignation (A-10)

Aura Cazares appointed 8/17/12, Student Services, Compliance and Title IX Officer, submitted 4/24/19, effective 5/3/19.

Callan Eschenburg, appointed 2/22/16, School of Business Entrepreneurship, and Workforce Development, effective 5/24/19.

Retirement (B-10)

Leif Gunderson, Engineer, Facilities Services, 34 years of service, effective 9/30/19.

Daniel Harrison, Librarian, Library, 33 years of service, effective 5/7/19.

Sandro Silvestri, Director, Facilities Services, 28 years of services, effective 5/3/19.

Appointment (C-10)

Zoe Bragg-Feil, Records Associate II, Registration and Records, \$16.69 per hour, Step 3, effective 5/28/19, 12 Months; REASON: replaces Anna Kiluk who promoted to Registration and Records to replace Lindsey Hansen who promoted to Academic Affairs

Tamara Dantzler, Admissions Associate II (Part-Time), Admissions and Recruiting, \$15.29 per hour, Step 1, effective 5/29/19, 12 Months; REASON: replaces Keli Renda who promoted to Enrollment Services to fill an additional position.

Jessica Harrell, Senior Teller, Student Accounts, \$17.41 per hour, Step 4, effective 6/3/19, 12 Months; REASON: replaces Tracy Lee who was terminated.

Jayde Sugden-Storrs, Admissions/Recruiter, Admissions and Recruiting, \$19.90 per hour, Step 2, 12 Months; REASON: replaces Andrew Roy who resigned.

Kayla VanWasshnova, Records Associate II – Registration & Records, \$16.69 per hour, Step 3, effective 5/28/19, 12 Months; REASON: replaces Elizabeth Hall-Knight who promoted to the School of Science, Technology, Engineering, and Mathematics to replace Lisa Pompa-Oppenlander who retired.

Salary Schedule Change of Status (D-10)

Cynthia Scheuer, Physical Therapy Instructor, School of Health and Human Services, from Level MA60, Step 13, Schedule HFCC Federation of Teachers, to Level PhD, Step 13, Schedule HFCC Federation of Teachers; REASON: Completed requirements for PhD degree in higher education leadership, effective 5/9/19.

Change in Classification (E-10)

Reuben Brukley, from Human Resources, Labor Relations Manager, to Interim Director, Facility Services, effective 6/1/19, \$88,403, Grade 4, Step 2, 12 Months; REASON: Promotion to replace Sandro Silvestri who retired.

Madison LeFranc, from Enrollment Associate I – Concierge, Enrollment Services, to Enrollment Associate II -- Call Center, Enrollment Services, effective 5/28/19, \$13.15 per hour, \$2.84 increase, total \$15.99 per hour, Step 1, 12 months; REASON: Promotion to replace Tracie Leitner who promoted to Registration and Records to Sarah Sullivan who transferred to Campus Safety to replace Annette Klauke who retired.

Achievement of Tenure (F-10)

Tina Adkins, Nursing Instructor, School of Health and Human Services, effective 5/6/19.

James Blair, Electronics Instructor, School of Business, Entrepreneurship, and Workforce Development, effective 5/6/19.

Wanda Chukwu, Nursing Instructor, School of Health and Human Services, effective 5/6/19.

Joel Geffen Religious Studies, School of Liberal Arts, effective 5/6/19.

Ruth Haller, English Instructor, School of Liberal Arts, effective 5/6/19.

Chelsea Lonsdale, English Instructor, School of Liberal Arts, effective 5/6/19.

Vinita Parekh, Speech Instructor, School of Liberal Arts, effective 5/6/19.

Mary Parekunnel, Biology Instructor, School of Science, Technology, Engineering and Mathematics, effective 5/6/19.

Sarah Soebbing, English Instructor, School of Liberal Arts, effective 5/6/19.