

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Fiscal Year 2022 Mid-Year Budget Adjustment

Mid-year budget adjustments are required for the initial FY2022 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.

Total revenue is recommended to be increased by \$680,000. The largest increase is in State Appropriations of \$1.28 million since the appropriations for FY2022 increased on a one-time basis by \$880,000 and Personal Property Tax reimbursement will increase by \$400,000. The increase in State Appropriations took place after the College's budget was approved in June 2021. Tuition is decreased by \$700,000. Enrollment was budgeted at the same level as FY2021. However, Fall enrollment decreased by 1.8% and Winter enrollment is anticipated to decrease by 2.4%. The summer 2021 enrollment was up by 4%. Property Taxes have been reviewed and will be increased by \$300,000. Other revenue decreases include investment earnings (rates are down to .3%) by \$200,000.

Expenses have been reviewed and increases for the various categories total \$680,000. More fulltime faculty members have been hired than were in the initial budget for FY2022 which adds \$400,000 in salaries and \$200,000 in fringe benefits. The number of fulltime faculty was budgeted at 175 for FY2022. However, 179 have been hired, primarily to address areas where retirements took place with the replacements hired a year in advance. The contractual level for fulltime faculty is 183 for FY2023. Also, an adjustment for employee payments for remote work supplies and services such as internet of \$620,000 was paid in FY2022 which originally was going to be paid in FY2021. An adjustment to decrease expenses by \$540,000 is being recommended since this amount is the anticipated savings from delaying the filling of vacant positions..

With the recommended adjustments, the net surplus of \$806,000 remains the same as the original budgeted surplus.



John S. Satkowski, JD
Vice President of Financial Services



Russell A. Kavalhuna, JD
President

Henry Ford College
Fiscal Year 2021-2022
Board of Trustees General Fund Report With Adjusted Budget (SUMMARY)

	FY 2021-2022 Adopted Budget	Change For Mid-Year On 1/1/2022	Adjusted FY 2021-2022 Mid-Year On 1/1/2022
Revenues			
Tuition and Fees	\$ 48,837,000	\$ (700,000)	\$ 48,137,000
Local Property Taxes	\$ 14,666,000	\$ 300,000	\$ 14,966,000
State Appropriation	\$ 26,882,000	\$ 1,280,000	\$ 28,162,000
Other Revenue	\$ 867,000	\$ (200,000)	\$ 667,000
Total Revenue	\$ 91,252,000	\$ 680,000	\$ 91,932,000
Expenditures			
Instruction A	\$ 34,016,729	\$ 1,102,000	\$ 35,118,729
Administration	\$ 14,874,267	\$ (299,998)	\$ 14,574,269
Physical Plant	\$ 2,472,090	\$ (239,999)	\$ 2,232,092
Employee Benefits	\$ 22,500,143	\$ 200,000	\$ 22,700,143
Total Personnel Costs	\$ 73,863,230	\$ 762,003	\$ 74,625,233
Purchased Services	\$ 6,253,157	\$ 60,000	\$ 6,313,157
Materials and Supplies	\$ 2,515,786	\$ (41,000)	\$ 2,474,786
Rent, Utilities, and Insurance	\$ 2,571,086	\$ -	\$ 2,571,086
Operating Expenses	\$ 1,604,921	\$ (3)	\$ 1,604,918
Mandatory transfers	\$ 2,957,876	\$ (101,000)	\$ 2,856,876
Capital Expenses	\$ 679,944	\$ (0)	\$ 679,944
Total Expenditures	\$ 90,446,000	\$ 680,000	\$ 91,126,000
Total Revenues	\$ 91,252,000	\$ 680,000	\$ 91,932,000
Excess Revenues/(Expenditures)	\$ 806,000	\$ 0	\$ 806,000

A) Change includes \$620,000 for one-time remote work charge.

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Detroit Promise Counseling Center
Sealed Bid #21652

The Director of Facility Services requests a contract for the labor, equipment, materials, tools, parts, and services necessary for the Detroit Promise Counseling Center Project in Building M (Student Center). The project renovates approximately 1,667 sq.ft. of existing office space in Rooms M-117, M-117A, M-117B and M-119 and provides a new, larger space for students and campus success coaches in the Detroit Promise program. The Detroit Promise ensures that any student graduating from any high school in the city of Detroit will have a tuition-free path to an associate degree or technical certificate. Currently, more than 600 Detroit Promise students attend HFC, making it the largest Detroit Promise enrollment of any college. Every student has an individual Campus Success Coach to make sure the student is set up for success.

The scope of work includes installing 200 square yards new carpet tiles; replacing 1,674 square feet of 2'x2' acoustic ceiling tiles; installing a new 4' x 4' window between rooms; painting 2,200 square feet of walls; and revising the existing electrical power system in rooms M-117, M-117A, and M-117B.


The College invited bid submissions under Sealed Bid #21652. The bid responses appear below. After reviewing the results and interviewing the low bidder, the project design team recommends an award to the low, qualified bidder.

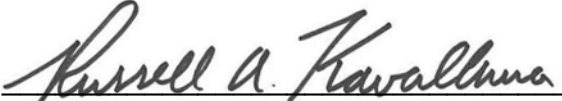
Bidder	Base Bid
Albert M. Higley Company	\$36,000
PGC Development	42,477
Delventhal Company	43,729
Kasco	46,000
LaSalle Group	76,000
Brenca Contractors	No Bid
Spartan Construction Group	No Bid

RECOMMENDATION:

The College administration recommends a contract award totaling \$36,000.00 to the

Albert M. Higley Company for the Detroit Promise Counseling Center Project as requested by Facilities Services, in accordance with the specifications of Sealed Bid #21652.


John S. Satkowski, JD
Vice President of Financial Services


Russell A. Kavalhuna, JD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Financial Institution Designations and Practices Resolution

Designation of Depositories

RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, UBS, JP Morgan Chase, PNC Bank, and Michigan Liquid Asset Fund Plus be and they are hereby designated as depositories of this corporation.

BE IT FURTHER RESOLVED, that anyone or more of the persons authorized hereby to withdraw funds deposited hereunder be and they are hereby authorized to enter into, in behalf of this corporation, with Bank of America, Comerica Bank, Fifth Third Bank, UBS, JP Morgan Chase, PNC Bank, and Michigan Liquid Asset Fund Plus, the contract set forth in the specimen signature cards provided by said organizations for use with respect to any account or accounts of this corporation provided for hereunder.

BE IT FURTHER RESOLVED, that funds of this corporation deposited in said Bank of America, Comerica Bank, Fifth Third Bank, UBS, JP Morgan Chase, PNC Bank, and Michigan Liquid Asset Fund Plus, may be withdrawn upon checks, drafts, notes, orders and receipts of this corporation, when executed by Mary Petlichkoff, Treasurer, whose signature shall be duly certified to said banks, and that no check, draft, note or other order drawn on said bank shall be valid unless so executed, and that no person shall sign and countersign the same instrument.

BE IT FURTHER RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, UBS, JP Morgan Chase, PNC Bank, and Michigan Liquid Asset Fund Plus, are hereby authorized and directed to honor and pay any drafts, checks, notes or orders so drawn, whether such drafts, checks, notes or orders payable to the order of any persons signing or countersigning said drafts, checks, notes or orders, or any such persons in their individual capacities or not, and whether such drafts, checks, notes or orders deposited to the individual credit of the person so signing or countersigning said drafts, checks, notes or orders or to the credit of any other persons or not. These resolutions shall continue as set forth in the certificates, contained in specimen signature cards delivered to say banks for use with respect to any account or accounts provided for hereunder or in any similar certificate subsequently executed, until written notice to the contrary is duly served on said banks.

Establishing Depository Maximum Amounts

That, WHEREAS, there may not be and may hereafter come from time to time into the hands of Mary Petlichkoff, Treasurer of the Board of Trustees of Henry Ford College, certain public monies belonging to said Henry Ford College; and

WHEREAS, under Section 2 of Act No. 40 of the Public Acts of Michigan of 1932 (1st Ex. Sess.), this Board of Trustees is required to provide by resolution for the deposit of all public monies, including tax monies, coming into the hands of said Treasurer, in one or more banks or trust companies to be designated therein, and in such proportion and manner as may be therein provided,

NOW, THEREFORE, BE IT RESOLVED, that said Mary Petlichkoff, Treasurer, is hereby directed to deposit all public monies, including tax monies, coming into his/her hands as Treasurer in the following financial institutions, and in the amounts not to exceed the amount set opposite the name of the said financial institution.

Financial Institution:	Maximum Amount:
BANK OF AMERICA	\$150,000,000.00
COMERICA BANK ²	\$175,000,000.00
FIFTH THIRD BANK	\$150,000,000.00
UBS	\$150,000,000.00
JP MORGAN CHASE ¹	\$175,000,000.00
PNC BANK	\$150,000,000.00
MICHIGAN LIQUID ASSET FUND PLUS (MILAF+)	\$ 25,000,000.00

¹ Primary Bank

² Secondary Bank

Investment Practices

(NOTE: The following is copied from the Community College Act of 1966)

389.142 Investment of funds; restrictions; commingling prohibited; disposition of earnings; limitation on investment or deposit of additional funds; "eligible collateral" defined. Sec. 142. (1) The Treasurer of a community college district, if authorized by resolution of the board of trustees, may invest debt retirement funds, building and site funds, building and site sinking funds, or general funds of the district as provided in subsection (3). The investment shall be restricted to the following:

- A. Bonds, bills, or notes of the United States, or of an agency or instrumentality of the United States, or obligations of this state.
- B. Negotiable certificates of deposit, saving accounts, or other interest-earning deposit accounts of a financial institution. As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office located in this state under the laws of this state or the United States.

- C. Bankers' acceptances that are issued by a bank that is a member of the federal deposit insurance corporation.
- D. Commercial paper that is supported by an irrevocable letter of credit issued by a bank that is a member of the federal deposit insurance corporation.
- E. Commercial paper of corporations rated prime by at least 1 of the standard rating services.
- F. Mutual funds, trusts, or investment pools composed entirely of instruments that are eligible collateral
- G. Repurchase agreements against eligible collateral, the market value of which must be maintained during the life of the agreements at levels equal to or greater than the amounts advanced. An undivided interest in the instruments pledged for these agreements must be granted to the community college.
- H. Investment pools, as authorized by the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118, composed entirely of instruments that are legal for direct investment by a community college.
 - 1. Money in the funds of a community college district shall not be commingled for the purpose of making an investment authorized by this section, and all earnings on an investment shall become a part of the funds for which the investment was made.
 - 2. Notwithstanding subsection (1), additional funds of a community college district shall not be invested or deposited in a financial institution that is not eligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - 3. As used in this section, "eligible collateral" means all securities which otherwise would qualify for outright purchase under this act.

History: 1966, Act 331, Eff. Oct. 1, 1966;—Am. 1976, Act 401, Imd. Eff. Jan. 5, 1977;—Am. 1979, Act 78, Imd. Eff. Aug. 1, 1979;—Am. 1984, Act 299, Imd. Eff. Dec. 21, 1984;—Am. 1997, Act 23, Imd. Eff. June 12, 1997.

If in the course of an investment, physical securities are received by the College; they shall be safe kept at the financial institution having the particular fund from which the obligation was purchased.

Safekeeping of investment securities, at other than College depositories, shall require third party verification of College transactions with brokers or dealers by their respective banking depository for customer accounts, upon request of the College or its authorized representative.

Safekeeping of securities by issuers is acceptable if purchased directly by the College and prompt written confirmation of each transaction is received by the College.

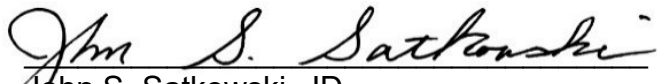
The following personnel are authorized to conduct investment transactions on behalf of the College:

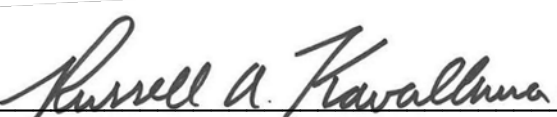
Mary Petlichkoff, Treasurer
 John Satkowski, Vice President of Financial Services
 Bryan Bame, Director of Financial Research and Budgetary Development

Resolution for Facsimile Signature

RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, UBS, JP Morgan Chase, PNC Bank, and Michigan Liquid Asset Fund Plus, all being designated as depositories of Henry Ford College, be and they are hereby requested, authorized and directed to honor checks, drafts, or other orders for the payment of money drawn in the "name" of Henry Ford College, when bearing or purporting to bear the facsimile signature Mary Petlichkoff, Treasurer of the Henry Ford College, or the manual signature of same.

BE IT FURTHER RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, UBS, JP Morgan Chase, PNC Bank, and Michigan Liquid Asset Fund Plus, shall be entitled to honor and charge the appropriate account for such checks, drafts and other orders regardless of by whom or by what means any actual or purported facsimile signature may have been affixed thereto if the same resembles the facsimile specimen duly certified to or filed with said bank.


John S. Satkowski, JD
Vice President of Financial Services


Russell A. Kavalhuna, JD
President