

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Program Review

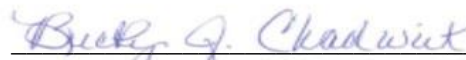
Program Review is a focused, in-depth study that provides data and evidence for program planning and improvement. It is designed to assist the College in systematically evaluating the effectiveness, efficiency, and quality of each program, as well as assist in setting future program goals. The Program Review process and resulting report help faculty, administrators, and staff:

- Acknowledge program strengths, opportunities for improvement and growth, and potential threats
- Measure success by gathering and reporting evidence
- Demonstrate educational effectiveness by assessing student learning
- Validate/confirm that program learning outcomes and program objectives/goals match the needs of the marketplace
- Provide data for informed decision making and strategic or operational planning
- Seek ways to further enhance the quality of a program and set program goals

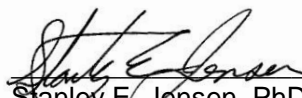
Each review examines an array of program data from the preceding five years, including number of applicants and enrollments, student retention, awards conferred, Perkins Core Indicators, student to faculty ratio, student placement test scores, and course success rates. The data sets are combined with a program-specific employment forecast for the region, along with results from a Developing a Curriculum (DACUM) study conducted by Workforce Development staff. The DACUM study uses a focus group of local, skilled workers in a facilitated storyboarding process to capture the major duties, tasks, knowledge, skills, and abilities required within a particular occupation. The DACUM process provides guidance to faculty to determine how a program's student learning outcomes and curriculum align with industry expectations.

Staff from the Information, Marketing, and Effectiveness and Workforce Development departments compile all program data and distribute it to the program faculty and associate dean. The faculty are tasked with evaluating program data and determining key findings, producing a SWOT analysis for the program, and creating a plan/timeline of strategies to enhance the program in the future. These strategies can directly feed into the program's operational plan for the upcoming year(s).

Each program and area of study will be reviewed on a five year basis according to a scheduled cycle. Reviews can also be conducted on an "as needed" basis if, for example, there is a change in the program's philosophy or goals, the curriculum, or the mode of delivery. The first Program Review was conducted in winter 2014. Seventeen reviews have been completed to date, and another four reviews will be completed by the end of the fall 2015 semester.



Becky J. Chadwick
Vice President of Information, Marketing and Effectiveness



Stanley E. Jensen, PhD
President

plantemoran.com



■ Henry Ford College Audit Presentation

FOR YEAR ENDED JUNE 30, 2015

Henry Ford College - Net Position

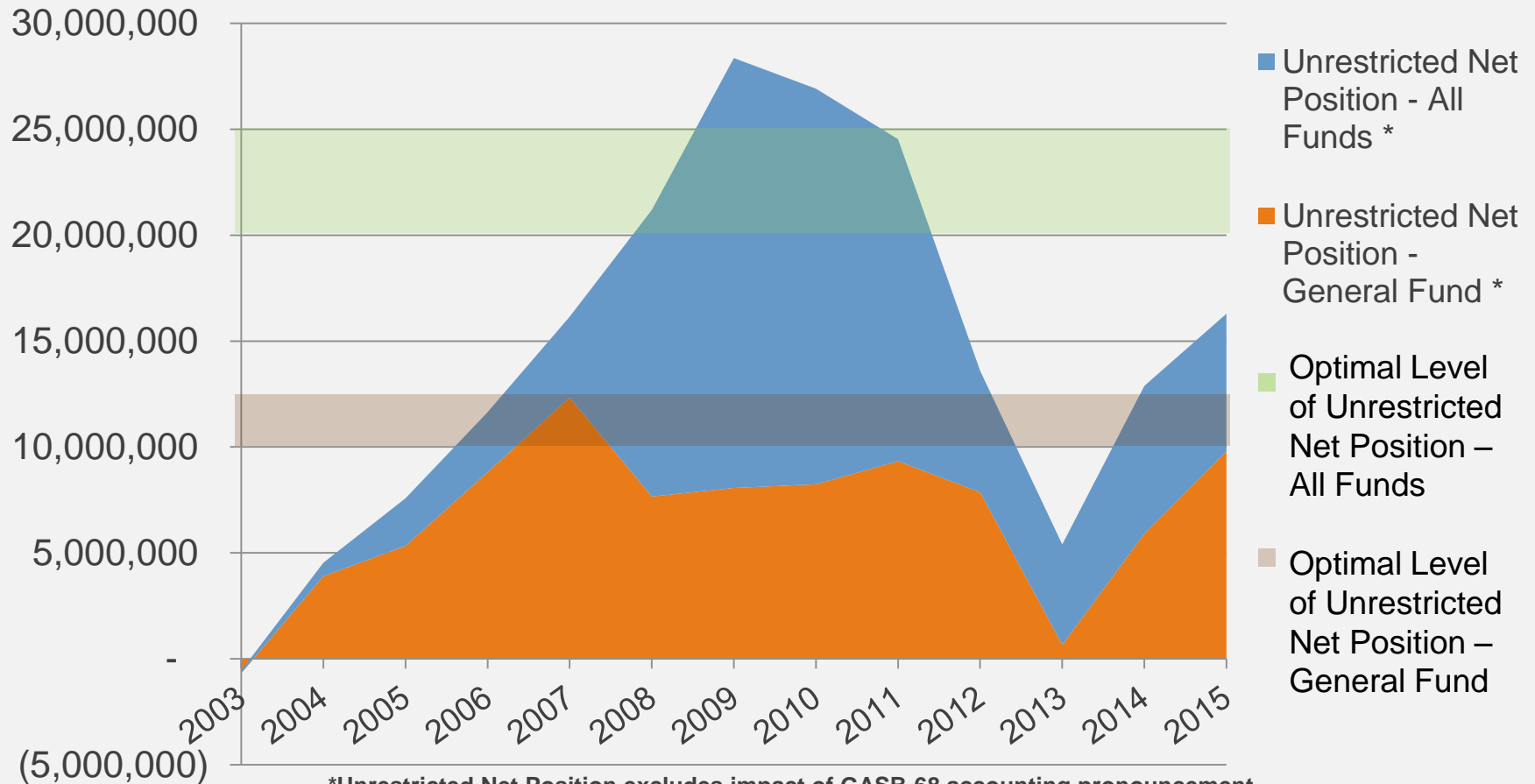
	June 30, 2015	June 30, 2014	June 30, 2013
Net Investment in capital assets	\$58,642,981	\$60,796,693	\$65,557,070
Unrestricted:			
Designated for specific expenditures	\$9,085,700	10,083,484	3,250,666
Unrestricted and unallocated	<u>(\$84,438,715)</u>	<u>2,800,354</u>	<u>2,151,005</u>
Total net position	<u>(\$16,710,034)</u>	<u>\$73,680,531</u>	<u>\$70,958,741</u>
Net pension liability and deferred inflow (GASB 68)	<u>\$90,909,352</u>		
Total net position excluding GASB 68 liabilities	<u>\$74,199,318</u>		

Henry Ford College - General Fund Net Position June 30, 2015

	General Fund Excluding Pension Liability	MPSERS Pension Liability	Total General Fund
General Fund Net Position June 30, 2014 - As originally reported	\$5,903,000		\$5,903,000
Effect of GASB 68		(91,645,000)	<u>(91,645,000)</u>
General Fund net position June 30, 2014, as restated			(85,742,000)
Total Revenue 14-15	87,210,688	906,312	88,117,000
Total Expenses and net transfers 14-15	<u>(84,227,000)</u>	-	<u>(84,227,000)</u>
Net increase 14-15	2,983,688	906,312	3,890,000
General Fund net position June 30, 2015	<u>\$8,886,688</u>	<u>\$(90,738,688)</u>	<u>\$(81,852,000)</u>

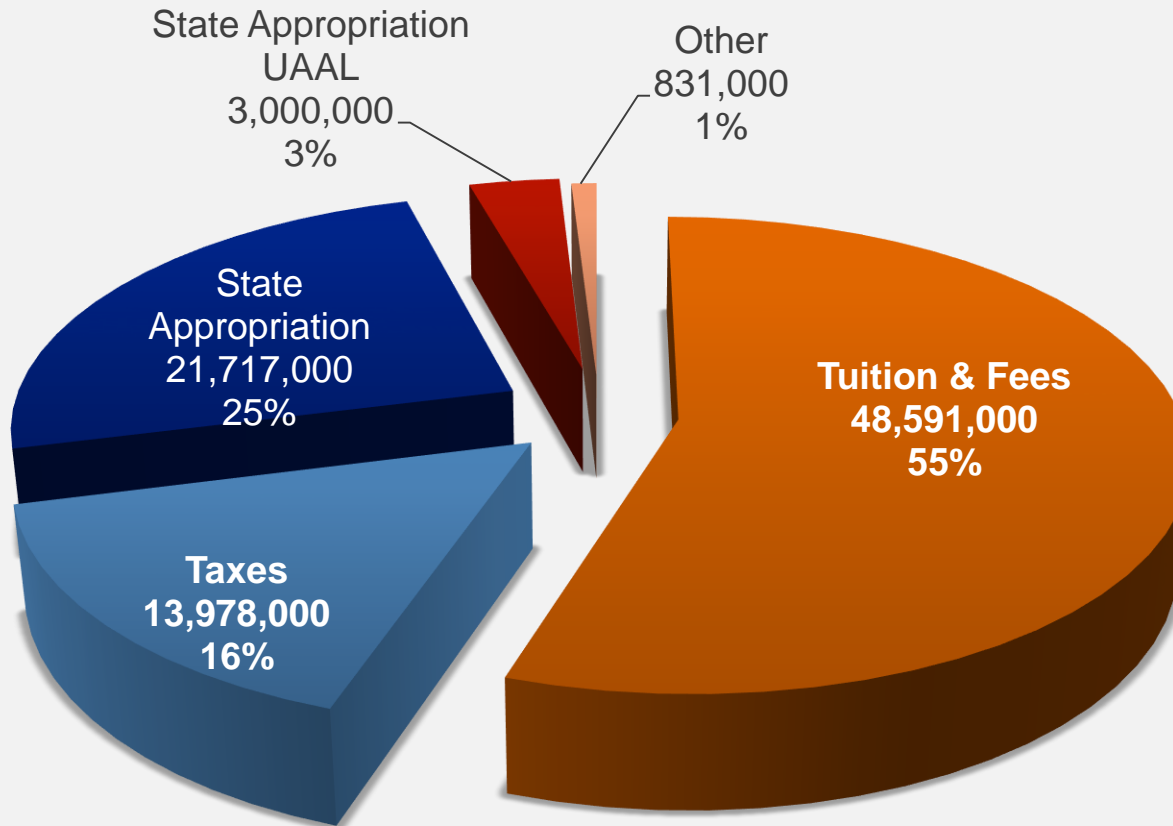
* General Fund budgeted net increase - \$2,584,528

Henry Ford College Historical Unrestricted Net Position



*Unrestricted Net Position excludes impact of GASB 68 accounting pronouncement. Net Pension Liability, including deferred outflows/inflows, as of June 30, 2015 is \$90,909,352.

Henry Ford College General Fund Revenue Year Ended June 30, 2015

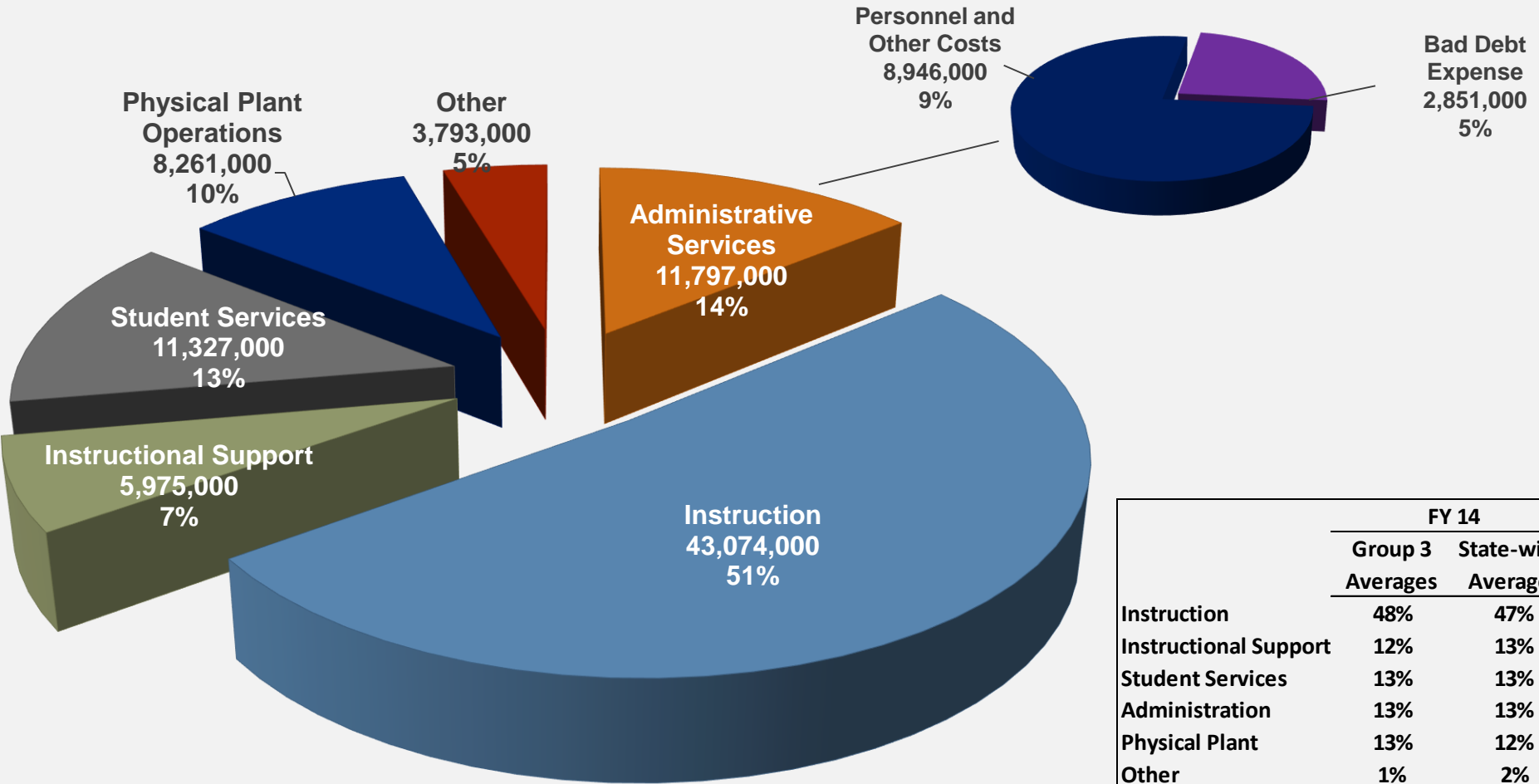


Total Revenue: \$88,117,000

	FY 2014 Group 3 Averages
Tuition & Fees	44%
Property Taxes	36%
State Appropriation	18%
Other	2%
	100%

Source: 2013-2014 Michigan CC.Net ACS Data

Henry Ford College General Fund Expenditures - Year Ended June 30, 2015

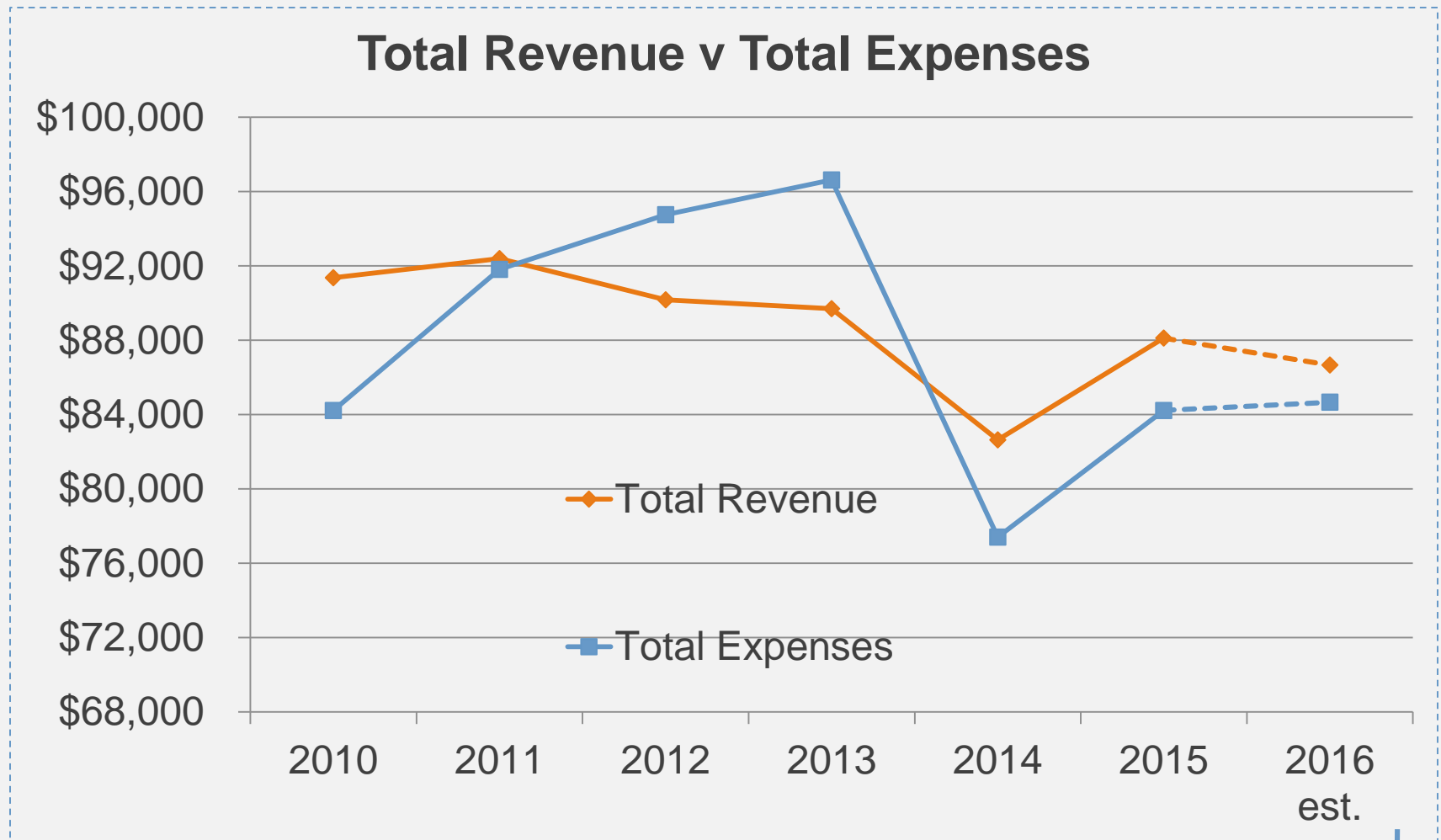


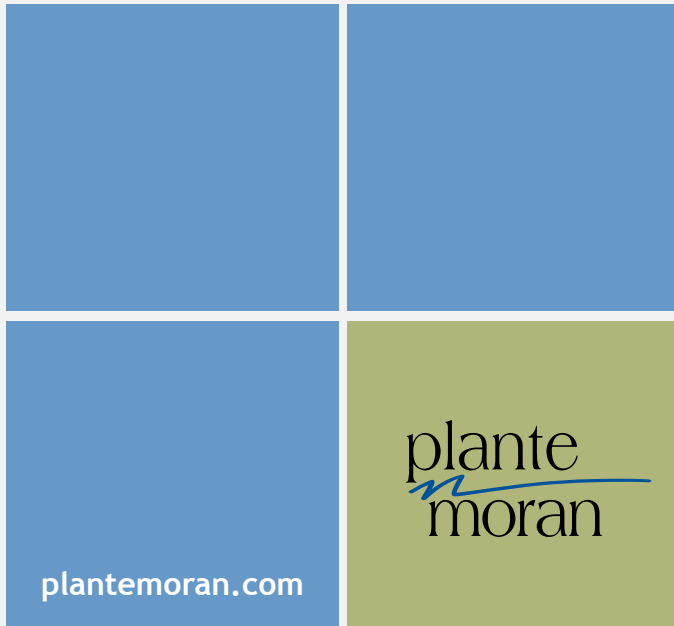
Total Expenditures: \$84,227,000

	FY 14	
	Group 3 Averages	State-wide Averages
Instruction	48%	47%
Instructional Support	12%	13%
Student Services	13%	13%
Administration	13%	13%
Physical Plant	13%	12%
Other	1%	2%
	100%	100%

Source: 2013-2014 Michigan CC.Net ACS Data

Henry Ford College General Fund





■ *THANK YOU for the opportunity to serve as auditors for Henry Ford College.*

Contact: Michael Schrage, Partner Dana Coomes, Senior Associate

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Classroom Audio Visual Systems
Sealed Bid #16436

The Director of Teaching and Learning Services requests a contract for the labor, materials, equipment and services necessary to install upgraded Audio Visual Systems in nine (9) classrooms in the Liberal Arts Building (Rooms K-144, K-146, K-148, K-161, K-162, K-163, K-164, K-165, and K-166). These audio visual upgrades follow the recommendations of the College's 2013-2018 Technology Plan.

Proposals were solicited under Sealed Bid #16436. The results are tabulated below:

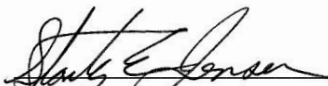
Troxell Communications	\$ 40,961.50
Tekin Systems	49,972.97
I.COMM	53,810.00
Thalner Electronic Labs	59,283.00
Great Lakes Multimedia Supply	No Bid
KLA Laboratories	No Bid
NBS Audiovisual Solutions	No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to Troxell Communications in the amount of \$40,961.50 to install nine (9) Classroom Audio Visual Systems, in accordance with the specifications of Sealed Bid #16436.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: Apple iMac Computer Systems
Sole Source

The faculty of the Social Science, Arts, and Fitness Division request a contract for the purchase of fifteen (15) Apple iMac 21.5-inch Computers configured with a 3.1GHz Quad-Core Intel Processor, 16GB SDRAM Memory, and 256GB Flash Storage. These systems will be used in the division's Graphic Design program to provide students with updated technology that reflects the industry's current work environment, as recommended by the program's Advisory Board. The new computers will replace older models that will be cascaded to other labs in the division.

Under the Apple Collegiate Partnership Program, Apple gives institutions of higher education exclusive discounts which local dealers cannot offer. Orders must be placed directly with Apple Inc.; therefore, a sole source award is requested.

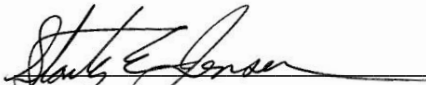
The cost for the computers totals \$29,085.00. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends the award of a contract to Apple Computer, Inc. in the amount of \$29,085.00 for the purchase of Apple iMac Computer Systems, in accordance with Apple Proposal #2101958338 dated October 12, 2015.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
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CONTRACT AWARD

SUBJECT: Control Panel Building Project Kits for Michigan Advanced Technician Training

The faculty of the Industrial Technology Division request a contract for the purchase of fifteen (15) Control Panel Building Project Kits that will be used in the Michigan Advanced Technician Training (MAT2) program. Students will assemble a piece of electromechanical equipment that will demonstrate the competencies learned in the MAT2 program as a capstone building project. The Control Panel Building Project is designed to test a Mechatronic Technician's skill in blueprint reading; mechanical layout; metal and plastic sawing; metal punching, drilling and tapping; component assembly and mounting; and wire cutting, stripping, labeling, routing and terminating. The builder must arrange and interconnect a wide variety of electrical devices into an orderly, logical and functional system. After the student has completed construction and startup, the evaluator will introduce various electrical, mechanical and pneumatic faults and malfunctions.

The package of equipment, materials, and software that constitute the Control Panel Building Project were custom designed and specified by a contractual subject matter expert. Adaptive Manufacturing Solutions, a woman-owned and Michigan-based business, is the sole manufacturer and distributor of this system. A sole source award is requested.

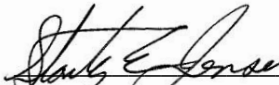
The cost of all equipment and materials needed to produce fifteen project kits totals \$76,335.00. Funds from the MAT2 Grant will be used for this purchase.

RECOMMENDATION:

The College administration recommends the award of a contract to Adaptive Manufacturing Solutions LLC in the amount of \$76,335 for the purchase of a fifteen Control Panel Building Project Kits, in accordance with Quote #30960 dated October 12, 2015.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

STAFF RECOMMENDATIONS

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

Resignation (A-4)

DeWayne Black, appointed 2/3/15, Food Service Assistant, Hospitality, submitted 9/17/15, effective 8/24/15.

Maria Buffa, appointed 3/17/14, Web Content Associate, Marketing and Communications, submitted 9/21/15, effective 10/2/15.

Appointment (B-4)

Lauren Frederick, 3830 Williams, Dearborn, 48124, Records Associate III, Registration and Records, \$16.51 per hour, Step 2, effective 9/22/15, 12 Months.

Lindsey Hansen, 14916 Champaign, Allen Park, 48101, Records Associate III, Registration and Records, \$16.51 per hour, Step 2, effective 10/26/15, 12 Months.

Sulian Larmond, 25129 Independence Trail, Warren, 48089, Enrollment Associate II – Call Center, (Part-Time), Enrollment Services, \$14.33 per hour, Step 1, effective 10/12/15, 12 Months.

Return from Leave of Absence (C-4)

Sam Bazzi, Math and Science Division, \$95,103, MA, Step 13, effective 1/6/16; REASON: Return from Work Experience Leave of Absence.

Achievement of Tenure (D-4)

Wendie Lee-Jenkins, Counseling Division, effective 5/12/15.
Rochelle Taylor, Athletics Department, effective 5/12/15.