

**HENRY FORD COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Accreditation Assurance

Henry Ford College is currently accredited by the North Central Association of Colleges and Schools, Higher Learning Commission (NCA/HLC) and is scheduled for re-accreditation in 2015. A team of peer reviewers trained by the Higher Learning Commission will visit HFC on April 27 and 28, 2015 to determine whether the College meets the Commission's established criteria for accreditation. Re-accreditation from the Higher Learning Commission is critical to the College as it allows for the receipt of Title IV Federal Financial Aid funds.

In February, 2012, the Board of NCA/HLC finalized new criteria and a new model for accreditation that they had been working on over the prior four years. These changes come as a result of increasing pressures from the U.S. Department of Education and other external/public pressures for increased transparency and accountability in higher education. The new criteria for accreditation are:

- **Criterion One- Mission –**
The institution's mission is clear and articulated publicly; it guides the institution's operations;
- **Criterion Two- Integrity: Ethical and Responsible Conduct –**
The institution acts with integrity; its conduct is ethical and reasonable;
- **Criterion Three- Teaching and Learning: Quality, Resources, and Support –** *The institution provides high quality education, wherever and however its offerings are delivered;*
- **Criterion Four- Teaching and Learning: Evaluation and Improvement –**
The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement; and
- **Criterion Five - Resources, Planning, and Institutional Effectiveness –**
The institution's resources, structures and processes are efficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

The opening sentence in the document listing the new criteria outlines the Commission's expectations by stating that "the Higher Learning Commission seeks a culture of aspiration and continual improvement rather than satisfaction of minimum requirements." In essence, the Commission now requires institutions to build systemic and systematic processes for continuous improvement. Relative to the old criteria, the new criteria place more emphasis on the following: mission and integrated planning; continuous quality improvement; and evidence and evaluation.

In 2011, HFC was chosen to be a Pioneer institution to work with the new model and criteria for accreditation. The College has already fulfilled its obligation for the Quality Initiative by participating in the Lumina Foundation's Degree Qualifications Profile (a Commission sponsored project) and, as of December 2013, moved into the assurance process – formerly the self-study.

The new process requires the College to provide an assurance argument (35,000-word maximum) as to how it meets the criteria for accreditation and to provide documentation, as evidence, that supports the argument.


The "Re-accreditation Team" was formed in December 2013 to gather evidence and create an assurance argument to be forwarded to the Commission by March 30, 2015. This cross-functional team includes faculty, staff and administrators: Reginald Best, Becky Chadwick, Rama Chidambaram, Adam Cloutier, Betsy Cohn, Lisa Copprue, Holly Diamond, Cynthia Eschenburg, Eileen Husband, Paul Fisher, Janice Gilliland, Lori Gonko, Catherine Grahl, Diane Green, Charles Jacobs, Peter Kim, Randy Knight, Tricia Llewellyn, Catherine Marsden, Jim Martini, Tracy Pierner, Gary Saganski, John Satkowski, Kim Schopmeyer, Tim Seguin, Susan Shunkwiler, and Karen Wilmering.

Team members have been working to provide narrative and supporting evidence that illustrates how the College meets the criteria for accreditation. Betsy Cohn, English and World Languages faculty member, graciously volunteered to be the main writer of the report and at numerous points throughout the process, the re-accreditation team has sought the input and advice of the entire College community.

We are currently in the process of completing the Assurance Argument and preparing for the team visit in April. Fortunately, the major theme of the January 2015 Professional Issues Conference was accreditation so we feel that staff and faculty are adequately prepared for the April visit.



Becky Chadwick
Vice President, Information, Marketing and
Effectiveness



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Strategic Planning Online (SPOL)

The College engages in operational planning on an annual basis. During this process all departments and divisions create initiatives that operationally work to meet the goals of the current strategic plan and identify staffing, technology, equipment, and other needs required to implement these initiatives, along with an estimated budget. In previous years, all operational plans were completed using Excel spreadsheets that would start at the department or division level, consolidate into unit plans, and culminate in the College Operational Plan. While this process was functional, it was cumbersome to prioritize initiatives and the plans were difficult to consolidate, manage, and share with College stakeholders. The spreadsheets also failed to provide a mechanism for linking planning with other areas of institutional effectiveness, such as assessment and accreditation. In order to engage in more focused planning that associates budgeting with carefully prioritized initiatives, the College purchased Strategic Planning Online (SPOL).

SPOL is a web-based solution that integrates four key areas of institutional effectiveness: strategic and operational planning, budget planning, assessment, and accreditation. The product was first viewed at the Higher Learning Commission's Annual Conference in 2013 by a cross-functional team of College employees representing the Committee for the Assessment of Student Learning, the Retention Committee, Information, Marketing and Effectiveness staff, and Cabinet. Although there was a strong desire to purchase the software in 2013, the College's financial difficulties delayed the purchase until May 2014.

SPOL enables each department or area of the College (referred to as Planning Units within the system) to be part of the planning and budgeting process. Planning Unit managers can develop their own operational initiatives within SPOL based on the College strategic plan, course and program assessment results, and accreditation needs, both program-specific, such as Nursing's ACEN criteria, as well as institution-wide HLC criteria. In addition, all initiatives can be linked directly to the College budget within SPOL and approved for implementation at the department, division, unit, and College level. The product will be used to guide the College through the process of developing goals, initiatives, action items, performance projections, and results. Through SPOL, assessment and accreditation will drive planning initiatives and budget allocation within a centralized system, which will enhance collaboration and increase transparency.

Staff from the Information, Marketing, and Effectiveness department began system set-up and implementation work in May 2014 and the Planning and Budgeting modules became fully functional in time for the 2015-2016 Operational Planning cycle. College-wide staff training began in January 2015 and over ninety users have been trained from the various Planning Units to date. The Assessment module will be introduced in the winter 2015 semester and the Accreditation modules in spring/summer 2015. All current software modules will be fully functional by fall 2015. In addition, SPOL is adding a faculty credentialing module in the near

future which will be used to maintain records of faculty qualifications, credentials, and certifications once it is available.



Becky Chadwick
Vice President, Information, Marketing and
Effectiveness



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**


BOARD REPORT

SUBJECT: Fall 2014 and Winter 2015 Marketing Efforts and Results

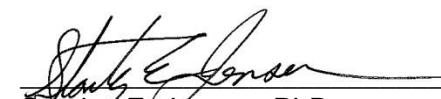
Following the arrival of Dr. Jensen to HFC in 2013, discussions began regarding a new marketing effort designed to help spur enrollment and public awareness of the institution's exceptional academic, career and corporate training efforts. At the time, enrollment continued to decline, and projections for fall 2013 and winter 2014 were low. Discussions regarding a new marketing effort focused on the provisioning of a scientific marketing research effort that comprised responses and information from community members, corporate partners, current students, alumni, donors, faculty and staff and prospective students to help establish a new brand and inform a new marketing strategy. HFC released a competitive RFP to firms in December 2013 with expertise in university and community college marketing, and received numerous bids. The College selected Interact Communications based in Onalaska, Wisconsin, a firm with many successful years of experience in scientific marketing research and strategy efforts for community colleges throughout the U.S.

Following several months of research conducted by Interact and in conjunction with the Office of Marketing and Communications, HFC leadership approved FutureDriven as the College's new marketing brand. The College announced the new brand and new College name during the May 2014 75th Anniversary Gala. With a projected enrollment decline of eight percent for fall 2014, the College deployed a seven-pronged marketing communication strategy that began in July 2014. This strategy helped close the eight percent decline and actually led to an enrollment increase of almost one percent. For winter 2015, the College also faced a projected decline of eight percent. However, through marketing efforts across the College in partnership with numerous departments and personnel, HFC closed this gap to a two percent decline, which is less than the three percent decline estimated for College budgeting purposes and represents one of the lowest reported declines among all twenty-eight community colleges in the state. Additionally, two encouraging signs for winter are that winter applications increased 10.15 percent over last year, and admitted students increased 9.5 percent over last year. In total, the College reached more than twenty million individuals through the fall 2014 and winter 2015 marketing campaigns.

As of this date, less than one year has passed since the launch of the new College name and marketing brand. The Office of Marketing and Communications anticipates greater enrollment increases as the brand takes deeper hold in the market place, and as the College continues to refine opportunities to spur student success.



Becky Chadwick
Vice President, Information, Marketing and
Effectiveness



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Accelerated Learning Program (ALP)

The Division of Communications is excited to announce that it will be expanding the Accelerated Learning Program (ALP) in Developmental English. This option allows students to take ENG 093 at the same time as ENG 131. Because the Developmental Reading instruction is embedded in the course, ALP also allows students to skip ENG 081. Students save both the tuition from that class as well as an extra semester of coursework.

ALP is a developmental writing concept that started in the Community College of Baltimore County system approximately ten years ago. The research since the start has shown that ALP significantly improves the success rates of students who are placed in Developmental English classes. In response to this research, several English instructors pushed to bring ALP to Henry Ford College. ALP started as a pilot program two years ago; for the last four Fall and Winter semesters, HFC has offered between five and six sections. Initially, it was part of a grant program, in cooperation with the Michigan Center for Student Success, that covered the expenses of instructor training as well as other expenses in designing and initiating the program. HFC is one of several college in Michigan that offers ALP, and one of three or four Michigan community colleges that will be scaling up to more than ten sections per semester.

All students who place into ENG 093 (Compass Writing Score of 18-77) and ENG 081 (Compass Reading Score of 51-82) are eligible for ALP. These students are required to take specially identified sections of ENG 131 and ENG 093, which are taught by the same instructor in a learning community model, and the ENG 093 class then acts as a direct, contextualized support for the ENG 131 class. When an advisor or counselor meets with a student who wishes to join ALP, that advisor or counselor contacts Jennifer Ernst, the Associate Dean for the Communications Division. Ms. Ernst verifies the scores and the seats available in the ALP sections and sends a request to the Registrar to enroll the student in both classes. Students who enter the ALP program are required to sign a contract indicating they understand that failing ENG 093 means that they cannot pass ENG 131 either. Moreover, students who do not successfully pass both courses are then required to take ENG 081 as well.

Instructors who wish to teach in the ALP program must be qualified and experienced in teaching both ENG 093 and ENG 131. Because ALP requires that students meet additional learning objectives in reading, study skills, and other areas of college success, instructors of these courses are also required to participate in specialized training. Five full-time instructors will be participating in the state training conducted by the Michigan Center for Student Success later this month. Two others have participated in the national ALP conference. Additionally, the Communications Division will be holding a workshop specifically designed for ALP instructors.

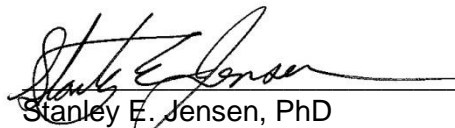
The data for this program seems to speak for itself. In the control group for students who were placed in ENG 093 for the past two years, the pass rate for ENG 093 is between 56 percent and 60 percent. The pass rate for ALP students in ENG 093 started at 77 percent for the first year of the program and moved to 82 percent for the first half of this year. More astonishing are the statistics for ENG 131. Approximately 65 percent of students who placed in ENG 131, either

through the Compass test or by taking and passing developmental classes, passed that course. However, this data does not take into account all of the students who enrolled in ENG 093 and did not pass that course or chose not to take that course, approximately 1,299 students or 51 percent of the students who enrolled in ENG 093. This means that only about 31 percent of the students who enroll in ENG 093 can expect to pass ENG 131 within a year. In contrast, 75 percent of the ALP students passed ENG 131. Finally, the data shows that ALP students pass ENG 132 at an equal rate to students who took more traditional routes. However, the data also shows that 41 percent of ALP students complete ENG 132 within a year versus a meager 14 percent of students who placed into ENG 093 and did not participate in ALP. ALP offers a persistence rate worth replicating.

For the fall 2015 semester, the ALP program is expanding to fifteen sections, including an evening section. More sections may be added throughout registration to meet demand. The faculty curricular committees, Developmental Writing and ENG 131, will continue to explore ways to make ALP function more smoothly and move the majority of students toward the accelerated model. Additionally, the committees will look for ways to enroll students that are more consistent with the functions in HANK and less burdensome administratively.



Tracy Pierner, PhD, PE
Vice President of Academic Affairs



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

SUBJECT: Proposed 2015-2016 (FY2016) Tuition Adjustment for Summer Semester

As the College continues to progress through its financial challenges during 2015-2016, there are many opportunities and program enhancements that need to be addressed. With enrollment stabilizing, state aid continuing to be relatively flat, and increased property tax revenues being earmarked to re-establish reserves, a tuition increase is being recommended for 2015-2016.

In reviewing the College's revenue components of state appropriations, property tax revenue, and tuition, it is noted on Attachment 1 that revenues have increased by only 11.66 percent with in-district tuition and 7.40 percent with out-of-district rates compared to an inflation rate of 12 percent since FY2010. This phenomenon is not unusual for higher education since over the six year period since FY2010, state appropriations have increased by only 4.03 percent and property taxes have decreased, on the initial 3 mills at the College, by 29.2 percent. Tuition has made up some of the difference in the lack of funding from the state and property taxes. However, the College has attempted to minimize tuition increases as much as possible and did not increase tuition in FY2015.

In comparing the College's rates with others (Attachment 2), based upon 2014-2015 rates, Henry Ford College's in-district tuition rate of \$87 is the 26th lowest out of 28 colleges, the out-of-district rate is 18th, and the out-of-state/international rate is the 27th lowest.

Therefore, with the College's position in tuition compared to others and since no tuition increase took place in 2014-2015, it is recommended that rates be adjusted as follows:

	Current	Recommended	Percentage (over 2yrs)
In-District	\$ 87.00	\$ 92.00	5.7%
Out-of-District	\$149.25	\$158.00	5.8%
Out-of-State	\$154.25	\$225.00	45.9%
International	\$154.25	\$225.00	45.9%

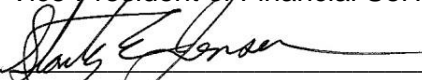
These rates would place Henry Ford College's rates at 19th, 15th, and 10th for in-district, out-of-district, and out-of-state/international respectively compared to FY2015 rates. However, per MCCBOA surveys, most colleges will be increasing rates in FY2016. It should also be noted that Henry Ford College is one of only nine colleges that charge for tuition based on credit hours versus contact hours. Contact hour charging costs students more since contact hours exceed credit hours in a number of classes.

RECOMMENDATION:

It is recommended that tuition rates for in-district, out-of-district, and out-of-state/international students be set for FY2016, beginning in summer, at \$92, \$158, and \$225 per credit hour respectively.


John S. Satkowski, JD

Vice President of Financial Services


Stanley E. Jensen, PhD
President

		Henry Ford College								3/9/2015			
		Recommended Tuition Increase for FY2016 (Without Additional 1 Mill in FY2015 & FY2016)											
Fiscal Year	State Appropriations	SA % Increase	Property Taxes	PT % Increase	Fees	Fee Increase	Tuition	Semester of Tuition Incr	In-District % Tuition rate Increase	Out-District % Tuition rate Increase	In-District % Tuition rate Rates	Out-District % Tuition rate Rates	
2010	\$ 21,060,800		\$ 14,552,521		\$ 11,376,184		\$ 44,664,130				\$ 70.00	\$ 130.00	
2011	\$ 21,062,200	0.01%	\$ 13,006,665	-10.62%	\$ 11,932,689	0.00%	\$ 46,849,046	NONE	0.00%	0.00%	\$ 70.00	\$ 70.00	
2012	\$ 21,068,500	0.03%	\$ 12,090,099	-7.05%	\$ 11,674,404	0.00%	\$ 45,834,975	Fall 2011	7.10%	3.80%	\$ 75.00	\$ 135.00	
2013	\$ 20,145,000	-4.38%	\$ 10,415,582	-13.85%	\$ 11,512,399	0.00%	\$ 44,831,172	Spring 2013	9.30%	5.30%	\$ 82.00	\$ 142.00	
2014	\$ 21,060,000	4.54%	\$ 10,201,146	-2.06%	\$ 10,494,957	0.00%	\$ 38,001,437	Winter 2014	6.10%	5.10%	\$ 87.00	\$ 149.25	
2015	\$ 21,623,800	2.68%	\$ 10,462,500	2.56%	\$ 9,596,000	0.00%	\$ 38,870,900	NONE	0.00%	0.00%	\$ 87.00	\$ 149.25	
2016	\$ 21,873,900	1.16%	\$ 10,671,750	2.00%	\$ 9,596,000	0.00%	\$ 40,037,027	Fall 2015	5.75%	5.86%	\$ 92.00	\$ 158.00	
Per Year Average		4.03%		-29.02%		0.00%			28.25%	20.06%			
		0.67%		-4.84%		0.00%			4.71%	3.34%			
State Appropriations	SA as % Of Revenues	Property Taxes	PT as % Of Revenue	Fees	Fees as % Of Revenue	Tuition	Tuition as % Of Revenue	Total Revenue					
2010	\$ 21,060,800	22.98%	\$ 14,552,521	15.88%	\$ 11,376,184	12.41%	\$ 44,664,130	48.73%	\$ 91,653,635				
2011	\$ 21,062,200	22.68%	\$ 13,006,665	14.01%	\$ 11,932,689	12.85%	\$ 46,849,046	50.46%	\$ 92,850,600				
2012	\$ 21,068,500	23.24%	\$ 12,090,099	13.33%	\$ 11,674,404	12.88%	\$ 45,834,975	50.55%	\$ 90,667,978				
2013	\$ 20,145,000	23.18%	\$ 10,415,582	11.99%	\$ 11,512,399	13.25%	\$ 44,831,172	51.59%	\$ 86,904,153				
2014	\$ 21,060,000	26.41%	\$ 10,201,146	12.79%	\$ 10,494,957	13.16%	\$ 38,001,437	47.65%	\$ 79,757,540				
2015	\$ 21,623,800	26.84%	\$ 10,462,500	12.99%	\$ 9,596,000	11.91%	\$ 38,870,900	48.25%	\$ 80,553,200				
2016	\$ 21,873,900	26.62%	\$ 10,671,750	12.99%	\$ 9,596,000	11.68%	\$ 40,037,027	48.72%	\$ 82,178,677				
Weighted Increase For Each Revenue Category													
	State App % INCR (DECR)	Property Tax % INCR (DECR)	Fees % INCR (DECR)	In-District Tuition % INCR (DECR)	In-District TOTAL INCR (DECR)	Out-District Tuition % INCR (DECR)	Out-District TOTAL INCR (DECR)	Inflation Rate	In District Diff	Out District Diff			
2011	0.002%	-1.488%	0.00%	0.000%	-1.487%	0.000%	-1.487%	3.200%	-4.687%	-4.687%			
2012	0.007%	-0.940%	0.00%	3.582%	2.650%	1.921%	0.988%	2.100%	0.550%	-1.112%			
2013	-1.016%	-1.660%	0.00%	4.701%	2.025%	2.734%	0.058%	1.500%	0.525%	-1.442%			
2014	1.199%	-0.263%	0.00%	3.147%	4.083%	2.430%	3.366%	1.600%	2.483%	1.766%			
2015	0.719%	0.333%	0.00%	0.000%	1.051%	0.000%	1.051%	1.800%	-0.749%	-0.749%			
2016	0.308%	0.260%	0.00%	2.773%	3.341%	2.856%	3.424%	1.800%	1.541%	1.624%			
	1.218%	-3.759%	0.00%	14.204%	11.664%	9.941%	7.401%	12.000%	-0.336%	-4.599%			

Tuition Comparison For FY2015			Credit / Contact	2014-15 Tuition Rates		
COLLEGE	Notes	In-Dist		Out-Dist	Out-State	
1	Alpena		Contact	\$115.00	\$181.00	\$181.00
2	Bay de Noc					
3	Delta		credit	\$91.70	\$146.90	\$284.10
4	Glen Oaks		Contact	\$98.00	\$158.00	\$191.00
5	Gogebic	Xces=max is 3 cont. over cred. Per sem	Credit	\$102.00	\$144.00	\$173.00
6	Grand Rapids	Approved March 2014	Contact	\$106.00	\$228.00	\$338.00
7	Henry Ford	Excess Contact Fee capped at 5 hours	CREDIT	\$87.00	\$149.25	\$154.25
8	Jackson	American Honors College: In-District \$5,950 and \$12,995 Annually with a \$850 annual program fee	Contact	\$117.00	\$161.00	\$234.00
9	Kalamazoo Valley	Eff Fall2014 went to COHR	Contact	\$91.00	\$156.00	\$211.00
10	Kellogg		Credit	\$96.50	\$156.50	\$224.00
11	Kirtland		Contact	\$99.00	\$137.00	\$225.00
12	Lake Michigan		Contact	\$89.50	\$138.40	\$184.70
13	Lansing	APPROVED 6/10/14 Facility fee increased from \$5 to \$10 per billing hour to cover cost	CONTACT	\$85.00	\$170.00	\$255.00
14	Macomb	Beginning Fall term 2014	Credit	\$91.50	\$140.00	\$181.00
15	Mid Michigan		Contact	\$101.00	\$185.00	\$185.00
16	Monroe County	Out-of-State/International are the same rate	Contact	\$95.00	\$163.00	\$181.00
17	Montcalm		contact	\$96.00	\$180.00	\$267.00
18	Mott	These new tuition rates start with winter Term January 2015	Contact	\$126.30	\$183.48	\$261.40
19	Muskegon	Also increased various course fees	Contact	\$96.00	\$178.00	\$244.00
20	North Central		Contact	\$96.00	\$158.75	\$204.75
21	Northwestern Michigan	Approved June 23, 2014	Contact	\$90.90	\$180.00	\$234.65
	Northwestern Michigan Tier I	Automotive, construction, engineering tech, nursing, dental, audio tech	Contact	\$117.45	\$226.75	\$293.55

Tuition Comparison For FY2015			Credit / Contact	2014-15 Tuition Rates		
COLLEGE	Notes	In-Dist		Out-Dist	Out-State	
	Northwestern Michigan Tier II	Culinary	Contact	\$142.85	\$274.20	\$365.50
	Northwestern Michigan Tier III	Maritime	credit	\$398.80	\$398.80	\$398.80
22	Oakland		Credit	\$82.00	\$154.00	\$216.00
23	Schoolcraft		Credit	\$93.00	\$135.00	\$199.00
24	Southwestern		Contact	\$111.25	\$144.25	\$157.00
25	St. Clair County		Contact	\$99.00	\$192.00	\$281.00
26	Washtenaw	Fall 2014 tuition frozen at FY14 rates if registered and paid by 7/31/14; New International Student Tuition Rate (see Other)	Credit	\$93.00	\$149.00	\$197.00
27	Wayne County		Credit	\$105.00	\$116.00	\$146.00
28	West Shore	Student svc & Tech Fee rates shown are for full-time students	Contact	\$88.75	\$160.00	\$210.00
	AVERAGES			\$110.05	\$174.81	\$229.26

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

SUBJECT: Tuition Rates for Out-of-District Dual Enrollment Students and Third-Party Payers

As the College continues to expand its Dual Enrollment and Third Party for Credit programs, a number of out-of-district schools have expressed having dual enrollment students take classes at the College, but at rates less than the current out-of-district rates if they can guarantee a minimum number of credit hours per semester for their students. The same request has been made by third-party payers (i.e. Chrysler, Ford) who pay for students who work at out-of-district facilities.

Therefore, we are proposing that out-of-district rates be reduced by \$44 per credit hour if a minimum number of 140 credit hours of instruction are agreed to in a Memorandum of Understanding (MOU) for each semester. If the minimum is not met, then the regular out-of-district rate would be charged.

The attached memorandum identifies this proposal as well as a number of other proposals that relate to "space" rental and "instruction" payments when the school district provides space and instruction. The space rental and instructional payments are for your information.


In addition, the attached memorandum also discusses tuition for in-district third-party payers for their employees who attend the College for credit classes. Those in-district companies pay local property taxes, therefore, all of their employees will be charged in-district rates.

RECOMMENDATION:

It is recommended that out-of-district schools and third-party payers, who can guarantee 140 credit hours of instruction per semester, pay an out-of-district rate which is \$44 per credit hour less than the standard rate. Also, it is recommended that an in-district third-party payer pay In-district rates for all of their employees regardless of their residency.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

HENRY FORD COLLEGE
Office of the Vice President of Financial Services

M E M O R A N D U M

TO: Office of the President

FROM: Financial Services

RE: Dual Enrollment and Third Party Rates for Out-of-District Entities

DATE: March 7, 2015

Henry Ford College has a significant number of dual enrollment students from in-district as well as some out-of-district schools. The out-of-district schools, as well as some Third Party payers, have requested that the out-of-district rate be reduced if a certain minimum number of credit hours were guaranteed by the district. Also, some districts, both in-district and out-of-district, would like to have classes taught at their sites by their instructors. The suggested rates associated with these requests are as follows:

1. Out-of-District Students Attending Class at Henry Ford College.
 - a.) Recommended FY2016 Out-of-District Rate - \$158.00
 - b.) Reduced Out-of-District Rate with a 140 credit hour guarantee would be \$114.00.
 - c.) If the 140 credit hour guarantee per semester is not met, the rate would revert to \$158.00.

2. Third Party for Credit Classes at HFC for Out-of-District Students.
 - a.) Recommended FY2016 Out-of-District Rate - \$158.00.
 - b.) Third Party Out-of-District Rate with a 140 credit hour guarantee would be \$114.00.
 - c.) If 140 credit hour guarantee per semester is not met, the rate would revert to \$158.00.

3. Dual Enrollment at the Out-of-District School with an HFC Instructor.
 - a.) Recommended FY2016 Out-of-District Rate - \$158.00.
 - b.) Reduced rate due to space provided with 36 guaranteed credit hours - \$129.00.
 - c.) Reduced rate due to space provided with 72 or more guaranteed credit hours - \$114.00.

4. Dual Enrollment at the In-District School with an HFC Instructor.
 - a.) Recommended FY2016 In-District Rate - \$92.00.
 - b.) Reduced In-District Rate due to space provided by district - \$74.00.

5. Dual Enrollment at an Out-of-District School with the High School College Certified Instructor.
 - a.) Recommended FY2016 Out-of-District Rate - \$158.00.
 - b.) Reduced Rate for district providing space and instructor with 36 guaranteed credit hours - \$88.00.
 - c.) Reduced Rate for district providing space and instructor with 72 or more guaranteed credit hours - \$73.00.

6. Dual Enrollment at an In-District School Providing Space and an Instructor.
 - a.) Recommended FY2016 In-District Rate - \$92.00.
 - b.) Reduced In-District Rate for providing space and an instructor - \$46.00.

In order to obtain this rate, an MOU agreement would need to be negotiated and agreed to by both parties each semester at the current College tuition and fee rates.

An additional arrangement has been made with companies within Dearborn who pay property taxes. Since the Companies are Third Party payers, the College has instituted an agreement where all of their employees, regardless of where they live, would receive In-District tuition rates as long as the Company is the Third Party payer for the student fees. This arrangement would be initiated in Fall 2015.

**Henry College College
Dual Enrollment Rates**

3/11/2015

	Per Credit Hour In <u>District</u>	Per Credit Hour Out of <u>District</u>
Services Provided at HFC		
- Less Than 140 Credit hours	\$ 92.00	\$ 158.00
- 140 Credit Hours or More	\$ 92.00	\$ 114.00
Space Provided AT K-12		
- Minimum of 36 Credit Hours	\$ 74.00	\$ 129.00
- 72 Credit Hours or More	\$ 74.00	\$ 114.00
Space and Instructor Provided By K-12		
- Minimum of 36 Credit Hours	\$ 46.00	\$ 88.00
- 72 Credit Hours or More	\$ 46.00	\$ 73.00

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

SUBJECT: Tuition Rates for the Hospitality Studies and Culinary Arts Program Four-Year Degree for 300 and 400 Level Classes

With the opportunity to offer a four-year degree in the Hospitality Studies and Culinary Arts program, tuition rates for level 300 and 400 level classes will need to be established to adequately operate the program. After reviewing the cost to add the third and fourth years of the program, it has been determined that tuition rates for completing the four-year degree should be established as follows:

In-District	\$194.00
Out-of-District	\$258.00
Out-of-State/International	\$345.00


It has been determined that the College should retain an in-district rate for its residents due to the local support received from the community. These rates have been compared to rates for institutions that provide four-year degrees and the out-of-district rate is less than the rates charged by four-year institutions.

RECOMMENDATION:

It is recommended that the tuition rate for 300 and 400 level classes in the culinary program be set at \$194, \$258, and \$345 per credit hour for in-district, out-of-district, and out-of-state/international students, respectively.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Library Roof Replacement – Section C
Sealed Bid #15972

The Director of Facility Services requests a contract for all labor, equipment, materials, tools, parts and services necessary to replace the existing roof on the Eshleman Library with a cold process and modified bitumen built-up roof membrane system. The work performed under this contract includes a 20-year warranty on components of the roofing system; a 5-year warranty on the installation of all components of the roofing system; and annual roof management services, for a 20-year period, which include roof inspections and reports of roof conditions, roof housekeeping and maintenance, preventive maintenance repairs, inspections and monitoring following major storms, and expedited leak response.

Bids were solicited under Sealed Bid #15972 for the replacement of roofing systems on the Learning Success Center (Sections A and B) and the library (Section C). The entire project consists of three sections of roofing totaling over 53,600 square feet. For bidding and budgeting purposes, this large project was split into two sections. After reviewing the bid results, the project design team recommends an award to the low, qualified bidder for the library roof (Section C), to be completed in the current fiscal year. The administration will forward a recommendation to the Board for the award of Sections A and B after finalizing funding plans for fiscal year 2016. The bid results are tabulated below:

	<u>Section A and B</u>	<u>Section C</u>	<u>Total Bid</u>	<u>FY2015 Award</u>
Royal Roofing	\$ 774,200	\$ 228,000	\$ 1,003,000	\$ 228,000
Lutz Roofing	907,900	264,400	1,172,300	264,400
Schreiber Corp	799,300	267,200	1,066,500	267,200
Schena Roofing	965,000	310,000	1,275,000	310,000
Newton Crane Roofing			No Bid	
Shain Roofing			No Bid	
J D Candler Roofing			No Reply	

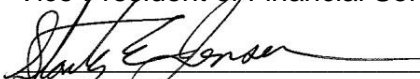
RECOMMENDATION:

The College administration recommends the award of a contract to Royal Roofing Co., Inc. in the amount of \$228,000 for the Library Roof Replacement project, in accordance with the specifications of Sealed Bid #15972, Section C.



John S. Satkowski, JD

Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: LTC Data Center Computer Room Air Conditioner
Sealed Bid #15975

The Chief Information Officer and Director of Facility Services requests a contract for the labor, material, equipment, technical supervision, and incidental services required to complete, test and leave ready for operation a new Computer Room Air Conditioner (CRAC) for the Data Center located in the Learning Technology Center (LTC). The LTC Data Center houses most of the servers that support the College's administrative, instructional, and student computer networks. The Data Center has been vulnerable to overheating due to the undersized cooling capacity of the existing air conditioning unit.


Bids were solicited under Sealed Bid #15975. The bid results are tabulated below:

CSM Mechanical	\$ 76,690
Temperature Services	87,600
Monroe Plumbing and Heating	110,700
Western Mechanical	115,183
John E. Green	131,500
Conti Corporation	145,682
Johnson & Wood Mechanical	No Bid
Bumler Mechanical	No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to CSM Mechanical, LLC in the amount of \$76,690 for the LTC Data Center Computer Room Air Conditioner project, in accordance with the specifications of Sealed Bid #15975.


John S. Satkowski, JD
Vice President of Financial Services


Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Walk-in Refrigerators/Freezers

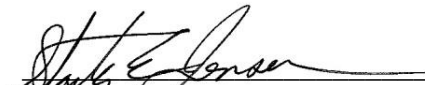
The faculty of the Business and Computer Technology division requests a contract for the purchase of walk-in refrigerator and freezer units. This equipment will be used by students in the Hospitality Studies and Culinary Arts program and is an integral part of the pastry kitchen renovation project in the Culinary Arts and Student Center. The renovation requires two custom built units as specified by E. F. Whitney, Inc., the food service design consultants for the project. The first unit is a two-compartment Chrysler & Koppin walk-in refrigerator and freezer, Style G4-2000, 18'-0" W x 9'-10" D x 8'-4" H, with insulated walls, doors and ceiling, and insulated quarry tile floor. The second unit is a one-compartment Chrysler & Koppin walk-in refrigerator, Style G4-2000, 9'-7" W x 9'-10" D x 8'-4" H, with insulated walls, doors and ceiling, and insulated quarry tile floor. This equipment must be purchased from and installed by the manufacturer - Chrysler & Koppin Company, Detroit, Michigan. A sole source award is requested.

The cost of the two custom walk-in refrigerators/freezers, including installation, totals \$69,000. 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 Chrysler & Koppin Company in the amount of \$69,000 for the purchase of two custom, walk-in refrigerators/freezers, in accordance with Chrysler & Koppin's quote dated January 13, 2015.


John S. Satkowski, JD
Vice President of Financial Services


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**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Steelcase Furniture, Welcome Center Third Floor

The Director of Facility Services requests a contract for the purchase and installation of Steelcase furniture for the newly renovated third floor of the Welcome Center. This furniture will be installed in the reception center, staff lounge, offices, conference rooms, and student common areas of the University Center. All finishes will match the furniture in the first and second floors of the Welcome Center.

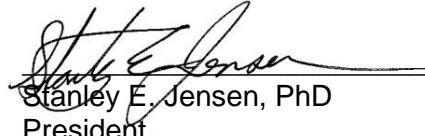
Steelcase is one of the College's standard furniture suppliers whose products are used throughout the campus due to their quality, reliability, warranty and long-term value. Steelcase offers the College exclusive educational discounts through contracts with the Educational & Institutional Cooperative Service. Steelcase has designated Lincoln Office Solutions as the local educational dealer to service the College's account. A sole source award is requested.

The discounted contract cost for all furniture, shipping and installation totals \$75,175.05.

RECOMMENDATION:

The College administration recommends the award of a contract to Lincoln Office Solutions in the amount of \$75,175.05 for the purchase and installation of Steelcase furniture for the Welcome Center Third Floor, in accordance with Quote #8991 dated February 26, 2015.


John S. Satkowski, JD
Vice President of Financial Services


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President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Economic Impact Study and Environmental Scan

The Vice President of Information, Marketing and Effectiveness requests a contract for the economic analysis and forecasting consulting services necessary to conduct an economic impact study and an environmental scan with gap analysis of the College's economic region.

The economic impact study will examine the direct and indirect multiplier effects that occur as the College and its employees, visitors, and students spend money in the region, as well as the economic benefits generated by students who are living and working within the local economy. The included investment analysis will indicate the strength of the College as an investment from the perspectives of students, taxpayers, and society as a whole. The cost of the economic impact study totals \$13,000.

The environmental scan will identify key economic drivers of the regional economy, the labor market demand for workers with specific skills, and the socioeconomic characteristics of the surrounding population. The final report will describe the quantitative and qualitative aspects of the economic region and the implications for the College related to strategic planning. The gap analysis reveals whether output from the College's academic programs is at, near, or below the market demand for workers in each of the programs offered. It also indicates occupations in the region for which the College offers no training but which are in high demand. The cost of the environmental scan, including gap analysis, totals \$25,075.

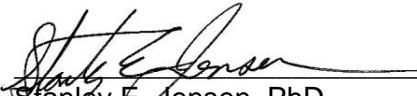
Economic Modeling Specialists International (EMSI) specializes in economic analysis and forecasting consulting services specifically for workforce, education and economic development organizations, with experience in conducting more than 1300 economic impact studies for higher education institutions. While conducting a search for other providers, staff of the HFC Institutional Research office received endorsements for EMSI from local, state, and national colleges and institutions. No other vendors were identified. A sole source award is requested.

RECOMMENDATION:

The College administration recommends the award of a contract to Economic Modeling Specialists International in the amount of \$38,075 to conduct an economic impact study and an environmental scan analysis, in accordance with proposals dated February 13, 2015 and February 27, 2015.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Consulting and Architectural Services, Master Planning Project – Phase 2
Change Order Request

The Director of Facility Services requests the approval of two (2) change orders to the contract issued to Stantec Architecture, Inc. in September 2014 for the professional consulting and architectural services necessary to complete the second phase of the Master Planning project. Under that contract, the following buildings were assessed: Technology, Athletic Memorial, College Store, Facilities Management, and Fine Arts.


The first change order covers additional scope of work items that were incurred during the course of the project, including: meetings, presentations, and studies of options for the Child Development Center, Liberal Arts lobby redesign, relocation of Student Activities offices, and the landmark tower concept. Fees for this change order total \$12,000. The second change order covers additional scope of work to perform a facilities condition assessment for the following buildings: Child Development Center, Student Center and Culinary Arts, Health Careers Education Center, Science Building, and the Administrative Services Conference Center. The square footage of the five buildings totals 261,551 sq. ft. Fees for this change order, based on contract pricing of \$0.09/sq. ft., total \$23,500. Combined, the two change orders total \$35,500.

RECOMMENDATION:

The College administration recommends the approval of Change Orders #1 and #2 to Stantec Architecture in the total amount of \$35,500 for additional work required to complete the Master Planning Project – Phase 2, in accordance with Stantec's proposals dated February 13, 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:

Retirement (A-9)

Richard Bailey, Communications Division, Instructor, 35 years of service, effective 5/11/15.

Cynthia Glieman, College Store, Customer Service Representative, 25 years of service, effective 4/30/15.

Cynthia Kismarton, Admissions and Recruiting, Admissions Associate III, 14.5 years of service, effective 4/24/15.

Judith Koos, Student Affairs, Administrative Assistant, 22.5 years of service, effective 6/30/15.

Appointment (B-9)

Teresa Martinez, 2460 Academy, Dearborn, 48124, Mail Clerk (Part-Time), Mailroom, \$10.25 per hour, Step 2, effective 3/23/15, 12 Months.

Hassan Mohseni Nameghi, 150 Park Street, #2413, Windsor, ON, Canada, N9A 7A2, Instructor, Math and Science Division, \$68,889, PhD, Step 5, effective 8/25/15, 10 Months; BS degree from Khaje Nasir Toosi University of Technology with a major in mechanical engineering, MS degree from Sharif University of Technology with a major in energy systems engineering, PhD degree from the University of Windsor with a major in environmental engineering. Dr. Mohseni Nameghi was temporary, full-time for the 2014-2015 academic year.

Doris Toney, 5994 Slate Drive, Troy, 48085, Instructor, Communications Division, \$53,823 (prorated), MA, Step 3, effective 2/23/15, 10 Months; BA degree from Wayne State University with a major in journalism, MA degree from Wayne State University with a major in communications. This is a temporary, full-time assignment for the Winter 2015 semester.

Change in Classification (C-9)

Lisa Fillip, from Enrollment Services, Enrollment Associate II – Call Center, to Admissions Associate III, Admissions and Recruiting, effective 2/23/15, \$14.05 per hour, \$1.40 Inc., total \$15.45 per hour, Step 1, 12 Months.

Stephen Gary, from Oakman, Engineer C, to Engineer A, Facility Services, effective 3/16/15, \$23.46 per hour, \$0.65 Inc., \$0.20 Long, \$0.32 Hrs., \$0.10 License, \$0.40 Degree, \$0.04 Skilled, total \$25.17, Step 8, 12 Months.