

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Proposed 2023-2024 (FY2024) Tuition Adjustment

As the College continues to progress with many program enhancements, HFC needs to be addressing an overall increase in operating costs. With enrollment slightly down for FY2024, state aid expected to be increased by 4%, and inflation at 6% for the forecasted FY2024 year, a minimal tuition increase is being recommended for 2023-2024.

In comparing the College's rates with other Michigan community colleges (Attachment 1), based upon 2022-2023 rates, the Henry Ford College in-district tuition rate of \$108 is the fourth lowest out of 28 colleges, the out-of-district rate of \$188 is the sixth lowest, and the out-of-state rate is the 18th lowest.

Therefore, with the College's position in tuition compared to others, it is recommended that rates be adjusted as follows:

	Current	Recommended	Percentage
In-District	\$108.00	\$111.00	2.8%
Out-of-District	\$188.00	\$194.00	3.2%
Out-of-State/International	\$273.00	\$281.00	2.9%

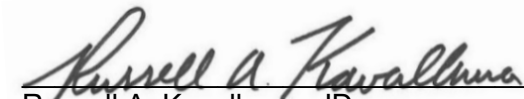
Based on the 2022-2023 tuition rates of the other 27 Michigan community colleges, these proposed 2023-2024 tuition rates would place Henry Ford College at the fourth, seventh, and 19th lowest for in-district, out-of-district, and out-of-state tuition rates respectively even without considering the other community college tuition increases for 2023-2024.. However, per MCCBOA surveys, most colleges will be increasing rates in FY2024. It should also be noted that Henry Ford College is one of only nine colleges that charges for tuition based on credit hours versus contact hours. Charging for tuition based on contact hours often costs students more since contact hours may exceed credit hours in a number of classes. Henry Ford College generally charges most students a lower rate when contact hours exceed credit hours, however, the excess contact hours are capped at five excess contact hours per class for billing purposes.

RECOMMENDATION:

It is recommended that tuition rates for in-district, out-of-district, and out-of-state/international students be set for FY2024 (beginning Fall 2023) at \$111.00, \$194.00, and \$281.00 per credit hour respectively.



John S. Satkowski, JD
Vice President of Financial Services



Russell A. Kavalhuna, JD
President

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BID AWARD

SUBJECT: Laerdal SimPad PLUS Systems
Sealed Bid #22428

The faculty of the School of Health and Human Services (HHS) request a contract for the purchase of six (6) Laerdal SimPad PLUS Systems and related accessories, software, and monitors. HHS seeks to upgrade the patient simulation technology used in the School of Nursing. The SimPad PLUS Systems will upgrade six existing, static manikins to add the capability for a student to assess a patient's vital signs and to hear lung and gastrointestinal sounds.

Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

The College invited bid submissions under Sealed Bid #22428 from authorized Laerdal resellers. The bid responses appear below.

Laerdal Medical	\$51,109.38
Pocket Nurse Enterprises *	48,908.70
Armstrong Medical Industries	No Bid
Emergency Medical Products	No Reply
Henry Schein	No Reply
McKesson General Medical	No Reply
Medline Industries	No Reply
School Health	No Reply

* The proposal from Pocket Nurse Enterprises did not provide pricing for three of the seven items on the bid. Those three items have a total value of approximately \$5,355. The costs for the other four items quoted by Pocket Nurse exceeded the costs quoted by Laerdal Medical by over 8%.

RECOMMENDATION:

The College administration recommends a contract award to Laerdal Medical for \$51,109.38 for six (6) Laerdal SimPad PLUS Systems, as requested by the School of Health and Human Services in accordance with the specifications of Sealed Bid #22428.

John S. Satkowski

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Russell A. Kavalhuna

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CONTRACT AWARD

SUBJECT: Plastic Injection Molding Machine

The faculty of the Workforce and Professional Development Division request a contract for the purchase of one (1) JSW Plastic Injection Molding Machine, Model J50ADS-60U. This injection molding machine will become a key component of a work-cell that provides students an opportunity to design and create product prototypes in plastic and gain experience with the injection molding manufacturing process. The requested machine is fully operational and is an industry standard used in manufacturing shops and factories throughout the country. Students will gain hands-on experience with its operational features and troubleshooting capabilities before entering the full-time workforce. The equipment will be used in the Henry Ford Middle College Trade School.

The cost for the plastic injection molding machine with all requested options and shipping totals \$76,852.00. A workforce development grant from the Ralph C. Wilson Foundation provides 100% of the funds for this purchase

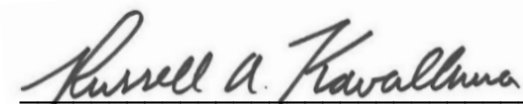
Japan Steel Works America is the sole sales and service entity for JSW Injection Molding machines in the United States and Canada. The College requests a sole source award.

RECOMMENDATION:

The College administration recommends a contract award totaling \$76,852.00 to Japan Steel Works America for one (1) JSW Injection Molding Machine, Model J50ADS-60U as requested by the Workforce and Professional Development Division in accordance with Japan Steel Works America Proposal #Q2203910R0/01 R.1 dated March 1, 2023.



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Vice President of Financial Services



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CONTRACT AWARD

SUBJECT: Elevator Maintenance Services

The Director of Facility Services requests a contract for all labor, supervision, tools, supplies, and equipment necessary to provide full elevator maintenance services, including all inspections, adjustments, tests, parts, and repairs. This contract covers seventeen (17) elevators on Main Campus. The proposed contract begins May 1, 2023 with an initial term of five (5) years, renewable for successive terms unless terminated by either party.

The elevator contractor shall provide a preventative maintenance program tailored to specific building needs and elevator equipment types. Maintenance shall include inspection, lubrication, and adjustment of parts for elevators, hoistways, controllers, motors, governors, pumps, and other essential components. Services shall include CAT1 Hydro Testing, CAT3 Full Load Testing, CAT1 Traction Testing, and CAT5 Full Load Testing for all elevators.

The College's current provider of elevator maintenance and repair services no longer provides an acceptable level of service and response time. Facility Services and Purchasing searched for other well-qualified firms in the industry and identified Otis Elevator as the best alternate source. The College recently awarded a contract to Otis Elevator for the Fine Arts Elevator Modernization Project.

Otis Elevator based its elevator maintenance agreement on a national group purchasing contract through OMNIA Partners, Public Sector (Contract #2019.001563). Both the State of Michigan (Act 451 of 1976, Sec.1274.3) and the Board (Administrative Guideline 6320, Paragraph H) encourage the use of cooperative and/or group purchasing agreements.

The cost for the preventative maintenance agreement that includes all (17) elevators at the College totals \$4,305.00 per month (\$51,660.00/year). In accordance with the OMNIA Partners purchasing agreement, the annual percentage increase of the contract cannot exceed 3.5%.

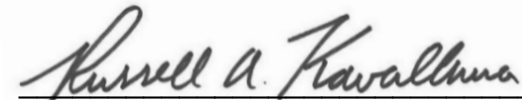
RECOMMENDATION:

The College administration recommends a contract award to Otis Elevator Company for \$51,660.00 for an Elevator Maintenance Service contract as requested by Facility

Services, in accordance with the Otis Elevator Proposal #QTE-0016139242 dated March 15, 2023.



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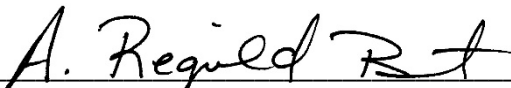
BOARD REPORT

Subject: Naming Opportunity – Naming of Physical Property

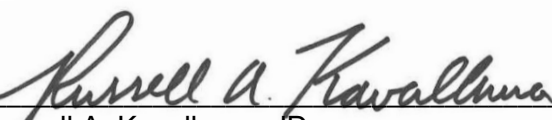
The Henry Ford College Foundation is recommending to the Henry Ford College Board of Trustees the naming of the Band Room (F-110) in the MacKenzie Fine Arts Center (Building F) be named the Rick L. Goward Band Room.

Rick L. Goward served at Henry Ford College for almost forty years as a teacher, administrator, and long-time band director. He founded and conducted bands that ranged from the Metropolitan Symphony Band (an opportunity for advanced high school players to learn and perform with experienced musicians) to the Henry Ford Big Band (a professional-level jazz band that represented the College at national and international festivals).

Rick was a full-time faculty member until 2007 and continued as adjunct director of bands until his retirement in 2020. Sadly, Rick passed away in January last year. His loss is felt by HFC colleagues, many students, and alumni who benefited from his talent, enthusiasm, and love of music.



A. Reginald Best
Vice President of Institutional Advancement



Russell A. Kavalhuna, JD
President

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BOARD REPORT

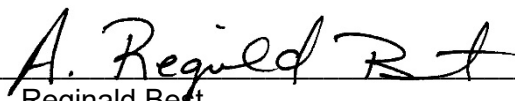
Subject: Naming Opportunity – Naming of Physical Property

The Henry Ford College Foundation is recommending to the Henry Ford College Board of Trustees the naming of the Student and Culinary Arts Center (Building M) be named the John McDonald Student and Culinary Arts Center.

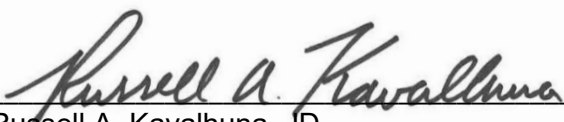
John McDonald was an HFC alumnus and one of the most recognizable figures at HFC. John served as an English instructor and president of the Henry Ford College Federation of Teachers from 1978 until his passing in 2021. John's dedication to higher education and Henry Ford College brought about changes that will benefit this institution, its faculty, and its students for generations to come. He has served as vice president of the National American Federation of Teachers, given 40 years of service both as an HFC Foundation Board member, an English faculty member, and as president of the Local 1650 faculty union.

John has been at the forefront of change at HFC. He helped transform the culture of the College, proving that HFC is not just a college but a destination for all students regardless of race, gender, or socio-economic status. He dedicated his entire career to the College and was instrumental in working with community leaders towards the passage of several College millages.

He showed the College's leaders, employees, and students, as well as leaders in all levels of government, donors, and the people of Southeast Michigan that HFC is an educational gateway to the future for the 20,000+ students who walk through our doors each year.



A. Reginald Best
Vice President of Institutional Advancement



Russell A. Kavalhuna, JD
President