

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

**SUBJECT:** Diversity Task Force

The Diversity Task Force was formed as a result of the Fall 2016 Workforce Diversity CPI team's recommendations and to provide a framework in which to reach HFC Strategic Plan Goal (3). This goal endeavors to cultivate a collaborative culture to improve organizational effectiveness, diversity, and stakeholder satisfaction and to enhance community relations. The Task Force began its work on February 27, 2017 and has been working diligently on four major projects (Task Force Deliverables) as described below. The Task Force sub-teams are prepared to share their progress to date. The members of the Task Force include:

Mouna Abddel-Baghi, Student  
Scott Barnett, FT Faculty, Math  
Byron Brooks, Student  
Reuben Brukley, Labor Relations  
Aura Cazares, Student Compliance/Title IX  
Lisa Copprue, Student Services  
Michael Daher, FT Faculty, Arab Studies  
Sara El Souki, Student  
Cassandra Fluker, FT Faculty, Student Activities  
Joel Geffen, FT Faculty, World Religion  
Cynthia Glass, HR/Campus Safety  
Kalvin Harvell, FT Faculty, Sociology  
Debra Pace, HR Talent Management  
Elizabeth Preston, Financial Aid  
Karen Schoen, Campus Safety  
Debra Smith, Teaching and Learning Services  
Johnnie Upshaw III, Student

**Diversity Task Force Plan**

Henry Ford Strategic Plan, 2016-2020

**Goal 3:** Cultivate a collaborative culture to improve organizational effectiveness, diversity, and stakeholder satisfaction and to enhance community relations.

**Implementation strategy A.** Create a collaborative, service-oriented culture through cooperative, collegial communication and evidence-based planning and problem solving.

**Task Force Deliverables**

1. Compile Data on Current Demographics
  - a. Number of faculty and staff by race/ethnicity, age, gender, other identifiable characteristics
  - b. Number of students by race/ethnicity, gender, other identifiable characteristics

- c. Gather census data related to population who are of workforce age, by industry, by race/ethnicity and gender in HFC standard metropolitan statistical area (SMSA)<sup>1</sup>
- d. Compare HFC data with workforce data; identify underrepresented groups by department and positions

Team: Reuben Brukley, Cynthia Glass, Lynn Borczon, Debra Pace and Eileen Brennan

2. Formalize Definition of Diversity and Inclusion and draft HFC Diversity and Inclusion Plan
  - a. Expand Diversity Statement<sup>2</sup> to include values
  - b. Expand Diversity Statement to demonstrate what the values look like in practice
  - c. Develop plan to communicate and encourage the HFC community to embrace and model the values

Team Lead: Lisa Copprue

Team: Johnnie Upshaw III, Calvin Harvell, Elizabeth Preston and Mouna Abddel-Baghi

3. Robust Recruitment Strategy
  - a. Review data related to current HFC staffing, students, workforce, applicant pools, etc.
  - b. Identify gaps and underrepresented areas
  - c. Compile current sources of applicants
  - d. Develop plan for attracting and hiring candidates who represent the diversity of our campus and embody our values
  - e. Develop plan for incorporating values into onboarding process

Team Lead: Cassandra Fluker

Team Scribe: Scott Barnett

Team: Debra Pace, Johnnie Upshaw III, Mouna Abddel-Baghi and Joel Geffen

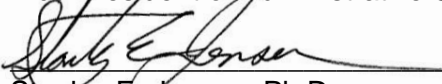
4. Development of Campus-Wide Employee Diversity and Inclusion Training
  - a. Compile master list of all current and past efforts; identify areas of future need
  - b. Search Committee Training: Unconscious Bias
    - i. Research products, vendors, consultants
    - ii. Vet viable options

**NOTES:**

<sup>1</sup>Standard Metropolitan Statistical Area: geographical region with a relatively high population density at its score and close economic ties throughout the area.

<sup>2</sup>Diversity Statement: Henry Ford College is committed to providing equal employment and educational opportunities to all applicants in all College programs, services, and activities, hiring, compensation and benefits regardless of an applicant's age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, perceived disability, political affiliation, familial status, veteran status, genetic or other characteristic protected by law. The College prohibits all forms of discrimination in accordance with state and federal statutes and local ordinances.

  
 Cynthia M. Glass, Ed.D.  
 Vice President of Administrative Services

  
 Stanley E. Jensen, Ph.D.  
 President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

**SUBJECT:** Committee for the Assessment of Student Learning (CASL)

The purpose of assessment at Henry Ford College is to gather information on student learning and development that can be used to increase student achievement. The College's efforts to improve student learning through instructional or curricular and co-curricular changes are to be informed in part by effective assessment procedures.

The committee is responsible for the coordination, supervision and communication of assessment activities for the purpose of improving student learning and development. The committee oversees all activities that relate to formal assessment of general education, programs and co-curricular activity outcomes at the College.

Our goal is to improve student learning and development. It involves helping each faculty member set high standards for student learning and development (outcomes), gather, analyze and interpret evidence to determine how well student performance matches those expectations and using the results to document, explain and take action to improve student performance.

**Accomplishments: 2016-2017 Academic Year**

- To further develop our assessment work, we held our second Assessment Mini-Conference in September 2016, under the mentorship of Douglas Eder, Ph.D. The conference focused on co-curricular and cross-curricular assessment.
- This winter, we re-named our general education outcomes to institutional outcomes. Although the outcome wording cannot be changed for another academic year, the name change has helped us shift faculty outcome focus away from being course-centric.
- To support our **institutional** outcomes, we used information from our pilot projects to work on Cycle 1 projects for each of our five outcomes. This round of assessment involved the collection of both formative and summative classroom assessment data. Some Institutional outcome sub-committees have reached out to programs to learn how their outcome is applied in programs. We intend to add cross-curricular assessment during Cycle 2.
  - We revisited our institutional outcome rubrics to ensure the outcomes were measurable. This action was requested by HLC in their feedback report.
- We initiated **co-curricular** assessment. We used the Higher Learning Commission's definition of co-curricular programs: "Co-curricular programs are suited to the institution's mission and contribute to the educational experience of its students. Co-curricular activities must be academically related and not part of a course at HFC. Co-curricular activities enable student intellectual, social, emotional, moral and aesthetic development" (Higher Learning Commission Accreditation criteria, 3.E.1) to identify areas of co-curricular activity at the college. Presently, we are completing our pilot data collection and analysis on fifteen co-curricular projects.
- To support **programs**, our college-wide assessment process uses formative and summative assessment measures, focuses on aligning courses with program learning

outcomes, specifies a level of performance for each course and emphasizes a coherent progression of learning in the program's course sequence. To facilitate summative assessment, all associate degree programs are encouraged to have summative data collected in a capstone course or at the end of the program. In winter 2017, our first program improvement actions from our program pilot projects were implemented.

- We are completing the formal documentation of our five-year assessment plans for all Program Learning outcomes and Institutional Learning outcomes. At the same time, we are revisiting our Introductory, Developing, and Competent (IDC) mapping of program courses and institutional outcomes. Completion of plans and mapping will be before the beginning of the fall 2017 semester.
- Last year, HFC joined the Higher Learning Commission Assessment Academy. As part of our academy work, we continue to roll out our assessment communication plan to support our institutional assessment plan.
  - In addition to our presentations at our Spotlight on Program Improvements for the Future (SPIF) event, we are assisting our advisors and counselors with educating our students about how students can achieve our institutional outcomes throughout their course of study at HFC. We have prepared information sheets to be used during advisory board meetings to gather information from future employers and stakeholders to ensure HFC's curriculum aligns with their needs.

#### **Next Steps: 2017-2018 Academic Year**

- **Institutional Outcomes:** Implement their Assessment Cycle 1 action plans.
- **Programs:** Implement their assessment action plans and collect evidence for their ongoing assessment plans to support Program Review.
- **Co-curricular:** Implement their Pilot project action plans. Develop and collect data to support Cycle 1 assessment plans
- **CASL Co-chairs:** Coordinate assessment across courses, programs and co-curricular activities.
- **CASL Sub-committees:** Broaden membership to include colleagues in other Divisions. Plan and implement cross-curricular actions to improve student learning.
- **Institutional Outcomes, Programs and Co-curricular:** Implement actions to support the fall 2019 Higher Learning Commission (HLC) accreditation visit.



Michael A. Nealon, Ph.D.  
Vice President of Academic Affairs



Stanley E. Jensen, Ph.D.  
President

			Board Report #4351
			April 17, 2017
<b>Henry Ford College</b>			
<b>Fiscal Year 2017-2018</b>			
<b>Board of Trustees General Fund Report With Original Budget (SUMMARY)</b>			
	<b>FY 2016-2017</b>	<b>Change</b>	<b>FY 2017-2018</b>
	<b>Adopted</b>	<b>For</b>	<b>Original</b>
<b>Revenues</b>	<b>Budget</b>	<b>FY16-17</b>	<b>Budget</b>
Tuition and Fees	\$ 44,144,246	\$ 1,597,754	\$ 45,742,000
Local Property Taxes	\$ 14,409,540	\$ (1,019,540)	\$ 13,390,000
State Appropriation	\$ 22,356,894	\$ 1,814,106	\$ 24,171,000
Other Revenue	\$ 883,320	\$ 199,680	\$ 1,083,000
<b>Total Revenue</b>	<b>\$ 81,794,000</b>	<b>\$ 2,592,000</b>	<b>\$ 84,386,000</b>
<b>Expenditures</b>			
Instruction	\$ 32,876,537	\$ 1,273,140	\$ 34,149,677
Administration	\$ 10,105,076	\$ 803,594	\$ 10,908,670
Physical Plant	\$ 2,382,777	\$ (6,316)	\$ 2,376,461
Employee Benefits	\$ 19,634,624	\$ 941,609	\$ 20,576,233
Total Personnel Costs	\$ 64,999,014	\$ 3,012,027	\$ 68,011,041
Purchased Services	\$ 8,176,995	\$ (153,177)	\$ 8,023,818
Materials and Supplies	\$ 2,308,242	\$ 101,157	\$ 2,409,399
Rent, Utilities, and Insurance	\$ 2,274,000	\$ 27,900	\$ 2,301,900
Operating Expenses	\$ 1,486,601	\$ 85,781	\$ 1,572,382
Mandatory transfers	\$ 1,167,016	\$ (140,000)	\$ 1,027,016
Capital Expenses	\$ 1,280,132	\$ (496,688)	\$ 783,444
<b>Total Expenditures</b>	<b>\$ 81,692,000</b>	<b>\$ 2,437,000</b>	<b>\$ 84,129,000</b>
<b>Total Revenues</b>	<b>\$ 81,794,000</b>	<b>\$ 2,592,000</b>	<b>\$ 84,386,000</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 102,000</b>	<b>\$ 155,000</b>	<b>\$ 257,000</b>

**HENRY FORD COLLEGE  
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**BID AWARD**

**SUBJECT:** Hospital Headwall Installation, Respiratory Therapy  
Sealed Bid #18273

The Director of Facilities Services requests a contract for the labor, materials, equipment and services necessary for the Hospital Headwall Installation project. The project scope includes installing and connecting the following, recently purchased, equipment in the Health Careers Education Center, Rooms G237, G239 and G241 for the Respiratory Therapist program: fourteen Amico Regal Series Hospital Headwalls, one Powerex Vacuum Package, and one Powerex Air Compressor. The contractor shall also provide all necessary modifications to air lines, pipes and fittings in the three labs.

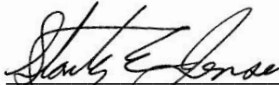
The College invited bid submissions under Sealed Bid #18273. The bid responses appear below. The project design team reviewed the results and recommended an award to the low, qualified bidder.

Guardian Plumbing & Heating	\$28,850
Western Mechanical	33,900
Monroe Plumbing and Heating	54,000
CSM Mechanical	No Reply
JG Mechanical	No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to Guardian Plumbing & Heating, Inc. for \$28,850 for the Hospital Headwall Installation project in accordance with the specifications of Sealed Bid #18273.

  
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John S. Satkowski, J.D.  
Vice President of Financial Services

  
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Stanley E. Jensen, Ph.D.  
President

**HENRY FORD COLLEGE  
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**BID AWARD**

**SUBJECT:** Roof Replacement, Student and Culinary Arts Center  
Sealed Bid #18342

The Director of Facilities Services requests a contract for the labor, materials, equipment and services necessary for the Student and Culinary Arts Center Roof Replacement project. The project scope includes the restoration of the eastern section of the main building roof (Section 1) and the complete removal and replacement of the western section of the roof up to the pavilion (Section 2). Section 2 needs immediate attention due to numerous water penetrations that leak into the building's main lobby and entryway. The existing roof would be replaced with a cold process and a 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 20 years, including roof inspections, roof housekeeping and maintenance, preventive maintenance repairs, inspections and monitoring following major storms and expedited leak response.

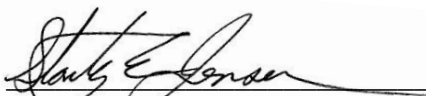
The College invited bid submissions under Sealed Bid #18342. The bid responses appear below. After reviewing the results, the project design team recommends an award to the low, qualified bidder for the work in Section 2 in order to keep the project within budget. The College can safely defer the restoration work on Section 1 for one to two years.

<u>Firm</u>	<u>Section 1</u>	<u>Section 2</u>	<u>Total Bid</u>
Lutz Roofing	\$113,475	\$330,725	\$444,200
Royal Roofing	86,294	362,550	448,844
Schreiber Corp	126,000	375,000	501,000
Shain Roofing			No Bid
Schena Roofing			Disqualified
J D Candler Roofing			No Reply
Newton Crane Roofing			No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to Lutz Roofing Company for \$330,725 for Section 2 of the Student & Culinary Arts Center Roof Replacement project in accordance with the specifications of Sealed Bid #18342.

  
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John S. Satkowski, J.D.  
Vice President of Financial Services

  
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Stanley E. Jensen, Ph.D.  
President

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**CONTRACT AWARD**

**SUBJECT:** Security Camera System, College Store

The College Store manager requests a contract for the purchase and installation of security cameras and related software and components. Under this contract, the provider will furnish and install twenty-six network video surveillance cameras, a video server, two internet switches, cables, and software licenses. The new cameras replace existing models purchased in 2007 that have poor video quality and high failure rates. The proposed system integrates with the College's campus security system and offers expanded coverage of all areas in the College Store, high resolution HD1080p color video, live monitoring and playback, video recording and storage on network drives and remote camera management.

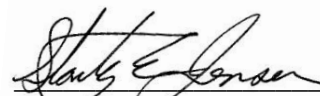
The College has standardized its access control, alarm and security systems with Security Corporation and has used their products and services throughout the campus since the 1990's. A sole source award is requested.

The cost for all equipment and labor to install the security camera system totals \$31,192. College Store accounts provide the funds for this purchase.

**RECOMMENDATION:**

The College administration recommends a contract award to Security Corporation for \$31,192 for the purchase and installation of a Security Camera System in accordance with Proposal #776810 dated March 3, 2017.

  
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John S. Satkowski, J.D.  
Vice President of Financial Services

  
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Stanley E. Jensen, Ph.D.  
President



**HENRY FORD COLLEGE  
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**CONTRACT AWARD**

**SUBJECT:** Steelcase Furniture, Library

The Director of Teaching and Learning Services requests a contract for the purchase and installation of Steelcase furniture for student use in the Eshleman Library. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. The College will establish a group meeting space in the southeast corner on the first floor that includes three fixed-top 72"L x 36"W study tables with twelve mobile chairs and a multi-purpose area with soft seating for seventeen people plus four ottomans and three coffee tables. On the second floor, students will have the option of more private study space with soft seating for thirty-one individuals and table seating for eighteen – all seating spaces will include privacy screens. The new furniture accommodates a variety of study preferences and helps increase student satisfaction with the learning environment. Funds for this purchase are budgeted in Teaching and Learning Services general fund accounts.

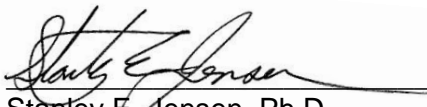
Steelcase is one of the College's standard furniture suppliers whose products are used throughout the campus due to their quality, reliability, warranty and long-term value. Steelcase offers the College exclusive educational discounts through contracts with the Educational & Institutional Cooperative 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 \$72,102.29.

**RECOMMENDATION:**

The College administration recommends a contract award to Lincoln Office Solutions for \$72,102.29 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #9718R6 dated March 28, 2017 and Quote #9760R3 dated February 15, 2017.

  
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John S. Satkowski, J.D.  
Vice President of Financial Services

  
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Stanley E. Jensen, Ph.D.  
President

**HENRY FORD COLLEGE  
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**CONTRACT AWARD**

**SUBJECT:** Steelcase Furniture, Classrooms

The Director of Teaching and Learning Services requests a contract for the purchase and installation of Steelcase furniture for ten classrooms in the Athletic Memorial Building, Health Careers Education Center, Liberal Arts Building, and Technology Building. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. A total of 225 chairs of various styles, 87 tables and workstations of different types and ten storage cabinets will be installed in the classrooms. The new furniture will allow better use of new technology and learning methods and increase student satisfaction with the classroom environment. Funds for this purchase are budgeted in Teaching and Learning Services general fund accounts.

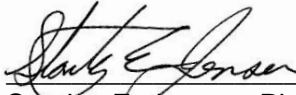
Steelcase is one of the College's standard furniture suppliers whose products are used throughout the campus due to their quality, reliability, warranty and long-term value. Steelcase offers the College exclusive educational discounts through contracts with the Educational & Institutional Cooperative 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 \$131,731.07.

**RECOMMENDATION:**

The College administration recommends a contract award to Lincoln Office Solutions for \$131,731.07 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #9721R4 dated March 29, 2017.

  
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John S. Satkowski, J.D.  
Vice President of Financial Services

  
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Stanley E. Jensen, Ph.D.  
President

## **STAFF RECOMMENDATIONS**

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

### **Resignation (A-9)**

Gary Erwin, appointed 8/19/10, Marketing and Communications, Executive Director, submitted 3/27/17, effective 4/12/17.

Lydia Hillary, appointed 1/4/16, Marketing and Communications, Web Content Associate, submitted 4/10/17, effective 4/25/16.

### **Retirement (B-9)**

Severino Greco, Facility Services, Facilities Engineer, 39.5 years of service, effective 4/30/17.

Johnny May, Campus Safety, Safety Specialist, 23 years of service, effective 6/30/17.

Cynthia Parrelly, Enrollment Services, Welcome Center Specialist, 26 years of service, effective 6/30/17.

### **Leave of Absence (C-9)**

Brian Kirchner, appointed 8/23/05, Geology Instructor, Math and Science Division, submitted 9/28/16, effective 8/23/17; REASON: Sabbatical Leave of Absence for the Fall 2017 semester.

Tracy Varitek, appointed 8/23/05, English Instructor, Communications Division, submitted 1/25/17, effective 8/23/17; REASON: Sabbatical Leave of Absence for the Fall 2017 semester.

### **Layoff (Non-Instructional) (D-9)**

Background Information: Due to the restructuring in the Office of Human Resources, the following members of the non-instructional staff are recommended for layoff status effective March 27, 2017: Jessica Araj, HR Receptionist and Cynthia Cialone, HR Assistant.

### **Other Severance (E-9)**

Kendra Moyer, Lab Associate II, Communications Division, effective 3/29/17; REASON: Termination – Failure to pass probation.

### **Salary Change in Status (F-9)**

Mary Thill, from Enrollment Services, Enrollment Associate II – Call Center (Part-Time), 12 Months, to Enrollment Associate II (Full-Time), Enrollment Services, 12 Months, effective 4/17/17.

### **Expression of Sympathy (G-9)**

Anne Hodgins, appointed 4/19/94, Lab Associate II, Student Outreach and Success, deceased 4/4/17.

Gary Lang, appointed 1/11/10, Adjunct Automotive Instructor, Industrial Technology, deceased 3/18/17.