

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Multi-State Advanced Manufacturing Consortium (M-SAMC)

The Division of Industrial Technology has led the U.S. Department of Labor Multi-State Advanced Manufacturing Consortium since its award in October 2012. The focus of the grant is to rebuild manufacturing education in a 21st century context at 13 community colleges spanning ten states. Each partner college is aligned with an automotive OEM (Original Equipment Manufacturer) and numerous suppliers. Through these local partnerships, and consortium grant resources, partner schools are significantly improving their manufacturing programs.

At each college the grant funded Implementation Facilitator works the project agenda. Many schools have selected facilitators that came from or will remain as full time faculty or staff after the grant period. National leadership is achieved through the Executive Steering Committee, made up of College President's and Executives, and Industry training and education leadership level managers. In addition the members of the Consortium's four Innovation Teams create the strategies, topics, work efforts, and products of the grant. The four Innovation Teams are: Curricula; Modalities of Instruction; Student Support Services; Administrative Improvements. The grant will complete September 30, 2016.

Each year of the project has required a similar organizational development strategy. Annual activity has been to orient and facilitate the Innovation Teams, create a governance structure, determine technological support requirements, and ensure clear communication of the project plan and implementation strategy. Resources have been acquired for essential phase related deliverables.

Staffing on each team and at colleges is complete, and communication with institutional leadership is established. The evaluation of the project programs during their implementation is the work at hand. This should finalize the initial development of information portals, data sharing agreements, survey instruments, and other tools used to collect implementation data on students, programs, and process undertaken throughout the grant period.

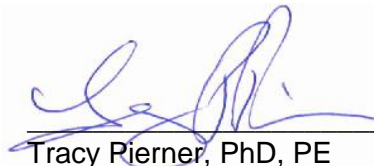
Early adopters of competency-based curricular implementation developed processes for curriculum review and deployment, designing and equipment planning for industry-like labs, development of benchmarking processes and improvement, capturing of student/employee data, faculty development, and the cultivation of relationships with industry partners, as well as local workforce agencies.

A foundation for improved alignment of college courses with industry needs is an "Integrated Manufacturing Systems Simulator". At least one simulator has been installed at each college partner's site. These simulators are used to introduce students to Integrated Systems at the beginning of each program as well as for assessment for learned skills in capstone projects. The simulators create an environment in the lab that provide students with the essential system troubleshooting skills critical to the success of our industry partners, on equipment identical to that which they will interface with in industry.

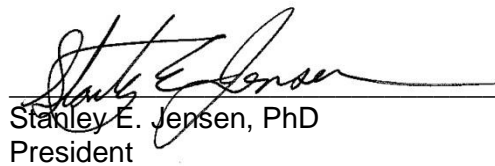
As manufacturing employment in the Original Equipment Manufacturers is increasing, multiple initiatives to develop pipelines to manufacturing employment occurred with partner colleges. This includes Manufacturing Boot Camps with Nissan in Tennessee, Toyota's scholarship programs in Kentucky and Texas, and a German like Dual education system program with primarily German companies in Michigan (MAT2).

Partner schools continue to build out local capacity through new partnerships for manufacturing education. This includes Jefferson Community College in Louisville and the creation of a Southern Virginia Center for Advanced Manufacturing. This also included workforce development projects for manufacturers in the City of Detroit, Dearborn and across the region. Careful implementation of the supporting project structure has resulted in a solid base of partnership among M-SAMC members. We intend to continue to survey the best practices within the member institutions for replication across the Partner States.

In the last and current quarter the primary national partner activities are centered in the areas of manufacturing educational lab preparation; capacity building at partner institutions that address the new model of competency based education; the utilization of an expanding data library of job skills and objectives; benchmarking the impact of the new educational approach in industry (Nissan); and partner outreach to their regional business, agency and educational partners to enhance services for TAA related service populations. At the local level partners worked with their industry partners to improve manufacturing employee education approaches, piloting of the integrated systems educational approach, and addressing community needs to create/enhance pipelines from Secondary Education to Community College degrees and certifications, and beyond to College/University programs through extended degrees (62-90 credit hours transferable towards Bachelor's degrees).



Tracy Pierner, PhD, PE
Vice President of Academic Affairs



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

SUBJECT: Diversity and Cultural Education at Henry Ford College

Community colleges are becoming increasingly rich with diversity, attracting students from varying backgrounds and all walks of life. Henry Ford College is an institution where students learn about, and develop an appreciation for, the many facets of diversity (cultural, religious, social, political, sexual orientation, age, etc.). Students who experience diversity while in school gain an enhanced educational experience and are better prepared for the workforce and multicultural environments. Diversity fosters trust, sharing, collaboration, and innovation. Campuses with diversity help to build respect, acceptance, and understanding for differences as well as cultivate better relationships among faculty, staff and students.

Henry Ford College is very diverse and reflective of its community. Through the offerings of varied opportunities, our students are compassionate, knowledgeable, respectful, and appreciate the differences that the College presents. Students learn how to work with others, how to adapt to change, and how to positively view dissimilarities as well as similarities. HFC is diverse in its demographics, programs of study and student programming.

Henry Ford's student body consists of <1 percent American Indian, 2 percent Asian, 23 percent African American, 2 percent Hispanic, <1 percent Native Hawaiian, 1 percent International, 25 percent Unknown, 1 percent Two or More Races, and 45 percent White (Fast Facts 2013/2014).

Special student populations include, but are not limited to: dual enrolled (includes Early College and Collegiate Academy), FTIAC, guest, veterans, at-risk, transfer, international, economically disadvantaged, senior citizens, assisted learners and honors.

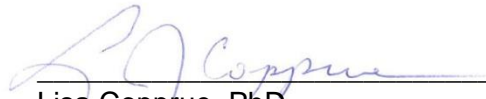
Many programs, including an institutional standing committee, have been established by the College to foresee demographic shifts and global change and to provide the appropriate educational activity:

- Council of World Cultures (1994), formerly named Council of American Cultures, fosters global awareness and understanding through the study of cultures throughout the College and greater community. The primary focus is to initiate, encourage and support activities, events and educational opportunities that promote a better understanding of cultural, political, economic, religious, and social issues around the world. The following are standard events sponsored by CWC: Building Bridges Lecture Series, Globefest, and the Around the World Concert Series.
- Arab Cultural Studies Program (2011) provides students with a rigorous academic foundation on which to continue advanced study at major colleges and universities specializing in Arabic language, literature and cultures. This program takes a multi-disciplinary approach to the study of Arabic, Arab Americans and Middle Eastern cultures.
- Religious Studies Program provides a broad overview of the world's religious traditions. Students explore the histories, beliefs, practices, and philosophies of various religions using the analytical principles of the social sciences and humanities.

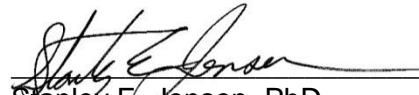
- English Language Institute ELI (2001) offers instruction in American English language and culture to international students and members of the community.
- World Languages Program offers courses in French, Arabic, Spanish, German, Mandarin Chinese and Italian.
- Culinary Arts Program offers hands-on experience serving and preparing international meals from around the world. Students develop a comprehensive picture of cuisines of the various countries.

HFC student clubs are diverse and reflective of the student body. Clubs are classified as academic, cultural, faith-based, honors, political/social activism or recreational. Many events are sponsored by student clubs such as Black History Month activities, lectures of Islam, cultural days, community service projects, and awareness programs.

Henry Ford College promotes diversity acceptance and understanding, and presents an education that prepares students to succeed in a global society.



Lisa Copprue, PhD
Vice President, Student Affairs



Stanley E. Jensen, PhD
President

LC/jkk

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Proposed Technology Investment Fund Projects

Listed below are summaries for four projects recommended for funding by the Technology Investment Committee (TIC). The listing of projects does not indicate any order of ranking or other method of prioritizing requests.


Project Director Department	Nature of Request	Amount
Janice Gilliland Mathematics	Purchase equipment for developmental mathematics redesign project	\$46,025
Joyce Hommel Library	Upgrade and renovate Vogt Room in Eshleman Library	\$34,046
Joyce Hommel Library	Purchase Summon-Intota, a discovery and electronic resource management tool	\$30,631
Adam Cloutier Instructional Technology	Upgrade data projectors, lab data switches, and classroom sound systems	\$126,718
TOTAL		\$237,420

The Technology Investment Committee held an open meeting on March 27, 2015 to hear presentations from departments requesting funds. The committee recommended four proposals for funding. The four projects have also been reviewed by College administration which offers its support.

RECOMMENDATION:

The College administration concurs with the Technology Investment Committee and recommends that the four projects be approved for funding by the HFC Board of Trustees.


John S. Satkowski, JD
Vice President of Financial Services


Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

SUBJECT: Sexual Misconduct Policy and Student Code of Conduct Revisions

Per the January 20, 2015, report, in order to be compliant with Title IX regulations by July 1, 2015, specific language about what HFC deems sexual misconduct must be in place. This regulation applies to students, employees of the institution, third parties or visitors of Henry Ford College.

The Sexual Misconduct Policy requires compliance in various aspects, such as sex discrimination policies that include specific sexual misconduct policies; such as all forms of sexual misconduct (sexual harassment, sexual exploitation, non-consensual sexual contact, non-consensual sexual intercourse, retaliation based on a complaint, Lesbian Gay Bisexual Transgendered Queer & Questioning (LGBTQQ) issues, procedures that provide due process to both parties, and also compliance with the Violence Against Women Reauthorization ACT/Campus SaVE Act published October 20, 2014, which added a new section to Title IX compliance entitled, "Campus Sexual Violence Elimination Act" (sexual assault, domestic violence, dating violence, and stalking).

Violations will result in monetary fines imposed by Office of Civil Rights, damage to College's reputation, lawsuits by parties involved, and loss of Title IV funding.

Background Student Code of Conduct

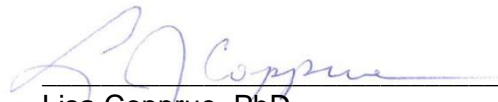
The last revision to the Student Code of Conduct took place in April 2011. Since this time, the College has identified behavioral patterns that are not addressed in the current policy. Some changes include referencing the aforementioned Sexual Misconduct Policy, recommendations per the Office of Civil Rights for students with disabilities, clarification of the policy addressing e-cigarettes, and a definitions section.

Henry Ford College Update

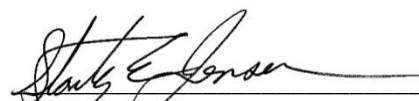
The Vice President of Student Affairs, Vice President of Legal Services, Vice President of Administrative Services, and the Student Conduct and Compliance Manager/Title IX Coordinator have focused on solidifying policies that will address systematic gaps that may lead to non-compliance.

Conclusion

The team will continue to solidify processes and training over the next six months.



Lisa Copprue, PhD
Vice President, Student Affairs



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Section 702 of the Veterans Access, Choice and Accountability Act of 2014

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act"), requires the Veterans Administration (VA) to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher learning if the schools charge qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015.

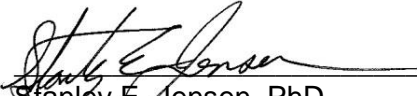
To remain eligible to participate in the VA's GI Bill programs, schools must charge no more than in-state (note: in-state, not in-district) tuition and fee amounts to covered individuals for terms beginning after July 1, 2015, which, for HFC, would be the Fall 2015 semester. HFC presently has approximately 125 students enrolled, who qualify for tuition benefits under the VA's GI Bill programs, however, all of these current students already qualify for either in-district or out-of-district tuition rates, therefore, there would be no immediate impact on HFC related to compliance with Section 702 of the Choice Act, other than HFC's continued eligibility to participate in the VA's GI Bill programs.

RECOMMENDATION:

It is recommended that the Henry Ford College Board of Trustees approve amendments to Board Policy 2000 (Tuition and Fees) and Board Policy 8050 (Residency), as indicated on Attachment A and Attachment B, respectively, so as to ensure compliance with Section 702 of the Veterans Access, Choice and Accountability Act of 2014, by charging no more than the out-of-district tuition and fee rate to any student qualifying for benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

TUITION AND FEES

Tuition rates shall be established by the Board of Trustees for the following ~~three~~ categories:

- A. In-District rate: Residents of the Dearborn Public School District are eligible for this rate. A Dearborn School District Resident is a U.S. citizen or an Alien Resident of six months or more who has resided continuously in the Dearborn School District for six months immediately preceding the first day of classes.
- B. Out-of-District rate: Student enrollees who are legal residents of the State of Michigan but who reside outside the Dearborn Public School District are eligible for this rate. An Out-of-District Resident is a U.S. citizen or Alien Resident of six months or more who has resided continuously in Michigan but outside of the Dearborn School District for six months immediately preceding the first day of classes.
- C. Out-of-State rate: Student enrollees whose legal residence is outside the State of Michigan or the United States are eligible for this rate. An international student is any student on a non-immigrant visa or any student who has been an Alien Resident (Lawful Permanent Resident of the United States, Green Card) for less than six months.
- D. Any individual using military educational assistance under either Chapter 30 (Montgomery GI Bill-Active Duty Program), Chapter 33 (Post-9/11 GI Bill, of Title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. 3311(b)(9)) who lives in the State of Michigan while attending Henry Ford College will be charged no more than the Out-of-District rate regardless of his/her formal state of residence.

These tuition rates shall be applied to the total numbers of course credit hours selected each semester by student enrollees.

The Board of Trustees grants to the President the authority to set application, registration, service and other fees. A schedule of fees shall be printed in the class schedule and in other appropriate College publications. The President will apprise the Board of all fee changes.

RESIDENCY

For tuition purposes, the following definitions of residency shall apply.

In-District Resident

A United States citizen who has resided continuously in the Dearborn school District for at least six months immediately preceding the first day of classes.

A Permanent Resident who has resided continuously in the Dearborn School District for at least six months immediately preceding the first day of classes.

Out-of-District Resident

A United States citizen or Permanent Resident who resides within the State of Michigan and outside of the Dearborn School District. In addition, an individual using Military educational assistance under either Chapter 30 (Montgomery GI Bill-Active Duty Program), Chapter 33 (Post-9/11 GI Bill), and/or the Marine Gunnery Sergeant John David Fry Scholarship who resides outside of the Dearborn School District will be charged as an Out-of-District Resident regardless of his/her formal state of residence.

Out-of-State Resident

Any student whose legal residence is outside of the State of Michigan, all non-immigrant students, and all students whose request for permanent residency has not been finally approved.

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Lawn Maintenance Services
Sealed Bid #16160

The Chief Information Officer/Director of Facility Services requests a contract for the labor, materials, and equipment necessary to provide lawn maintenance services at the Main Campus, Welcome Center/SME and East Campus. Services at all locations include: spring and fall clean-ups; weekly lawn cutting, trimming, and removal of grass clippings and debris; bi-weekly lawn edging; weeding sidewalks, parking lots and stone beds; trimming shrubs; and weeding, mulching, and maintaining flower beds. Coverage at the Main Campus also includes weekly bio-swale maintenance. This contract covers the 2015 growing season, beginning immediately to approximately November 30. With the mutual consent of the College and the contractor, the ensuing agreement may be extended for a maximum of four (4) additional growing seasons, subject to an annual review.

Bids were solicited under Sealed Bid #16160. The following bid tabulation shows the estimated total for the season at each location.

<u>Bidder</u>	<u>Main Campus</u>	<u>Welcome Center</u>	<u>East Campus</u>
Brickman	\$46,820	\$13,404	\$24,309
Frank's Landscaping	58,955	7,245	16,790
Professional Grounds Services	49,048	12,456	14,557
Great Oaks Landscape	76,380	10,140	21,000
Greener Side	62,810	14,300	25,728
Owens Landscaping	No Bid	12,110	34,420
United Lawnscape	No Bid	No Bid	No Bid
U.S. Lawns	No Bid	No Bid	No Bid
Arbor Green Landscaping	No Reply	No Reply	No Reply
Artmans Landscaping	No Reply	No Reply	No Reply
D & B Landscaping	No Reply	No Reply	No Reply
D & P Services	No Reply	No Reply	No Reply
First Choice Property	No Reply	No Reply	No Reply
Imperial Landscaping	No Reply	No Reply	No Reply
Landscape Concepts	No Reply	No Reply	No Reply
Michael Savino	No Reply	No Reply	No Reply
Panetta's Landscaping	No Reply	No Reply	No Reply
Raupp Brothers Landscaping	No Reply	No Reply	No Reply
Tru Green	No Reply	No Reply	No Reply
Walker Landscaping	No Reply	No Reply	No Reply

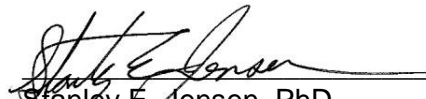
RECOMMENDATION:

The College administration recommends a split award of contracts for Lawn Maintenance Services: to Brickman in the amount of \$46,820 for the Main Campus, to Frank's Landscaping in

the amount of \$7,245 for the Welcome Center/SME, and to Professional Grounds Services in the amount of \$14,557 for the East Campus, in accordance with the specifications of Sealed Bid #16160.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: North Loop Primary Electrical Upgrade – Phase 3
Sealed Bid #15973


The Chief Information Officer/Director of Facility Services requests a contract for the labor, materials, equipment and services necessary to complete the third phase of the north loop primary electrical upgrade project on the Main Campus. This work is a continuation of a project started in 2005 when the south loop was upgraded from 4.8kV to 13.2kV electrical service. The north loop conversion began in February 2014. Phase 3 includes extending the 13.2kV electrical service from the Learning Technology Center to the Library Building and Learning Success Center and replacing associated cables, feeders, switches and other equipment. The original north electrical loop is unreliable due to age and deterioration and it has no capacity to add electrical service in the buildings it serves.

Bids were solicited under Sealed Bid #15973. Bids were sent to thirteen electrical contractors. Eight firms attended the mandatory pre-bid meeting. The administration and project engineers recommend accepting a post-bid alternate for a value engineering option that reduces costs while maintaining the project's capacity and reliability. Option A changes underground cable routing and manhole specifications. The project design team reviewed the bid results and recommended an award to the low, qualified bidder for the Base Bid and Option A. The bid results are tabulated below:

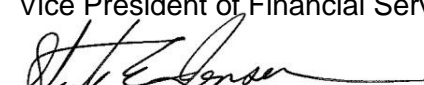
<u>Bidder</u>	<u>Base Bid</u>	<u>Option A</u>	<u>Total Base Bid with Option A</u>
R Simon Electric	\$ 298,900	\$ (62,000)	\$ 236,900
Bayview Electric	260,900	(16,725)	244,175
J Rank Electric	263,499	(9,909)	253,590
Rauhorn Electric	323,685	No Bid	323,685
J & J Electric	365,000	No Reply	365,000
Conti Corporation			No Bid
McNulty Electric			No Bid
O'Connor Electric			No Bid
Center Line Electric			No Reply
Ferndale Electric			No Reply
Hatzel & Beuhler			No Reply
Industrial Electric			No Reply
Motor City Electric			No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to R Simon Electric LLC in the amount of \$236,900 for the North Loop Primary Electrical Upgrade – Phase 3 project, in accordance with the specifications of Sealed Bid #15973.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Pastry/Confectionery Decorating Room Renovations
Sealed Bid #16132


The Chief Information Officer/Director of Facility Services requests a contract for the labor, materials, equipment and services necessary to renovate approximately 1,200 square feet of existing office space in the Student and Culinary Arts Center for use as a new Pastry Kitchen and Confectionery Decorating Room. The project includes installing new quarry tile flooring, walls, windows, doors and frames, acoustic tile ceilings, LED lighting, and exit and emergency lighting; revising the fire protection and alarm systems, plumbing and under-floor sanitary systems, and electrical system; and adding a new rooftop HVAC system.

Bids were solicited under Sealed Bid #16132. After reviewing the bid results and interviewing the lowest bidder, the project design team recommends an award to the low, qualified bidder. The bid results are tabulated below:

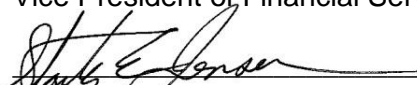
Envision Builders	\$ 169,700
Bernco	217,060
Elgin Builders	231,100
DeMaria Building	232,250
Brenca Contractors	241,000
Kasco	269,000
W-3 Construction	278,171
MPC Construction	288,487
DMC Group	314,750
Frank Rewold and Son	No Bid
A Z Shmina	No Reply
Braun Construction	No Reply
Clark Construction	No Reply
Commercial Contracting	No Reply
Cross Renovation	No Reply
George W Auch	No Reply
Granger Construction	No Reply
Spence Brothers	No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to Envision Builders, Inc. in the amount of \$169,700 for the Pastry/Confectionery Decorating Room Renovations project, in accordance with the specifications of Sealed Bid #16132.



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-10)

Gary Heinz, Industrial Technology Division, Instructor, 33 years of service, effective 6/30/15.

Katherine Howe, Health Sciences Division, Instructor, 26 years of service, effective 6/30/15.

Peter Putnam, Communications Division, Instructor, 25 years of service, effective 6/30/15

Kathleen Stornant, Health Sciences Division, Instructor, 10 years of service, effective 8/1/15.

Leave of Absence (B-10)

Sam Bazzi, appointed 08/21/01, On Work Experience Leave of Absence, submitted 4/6/14, effective 8/25/15; REASON: Extension of Work Experience Leave of Absence for Fall 2015.

Other Severance (C-10)

Harold Edwards, Enrollment Services, Enrollment Associate III, effective 3/20/15; REASON: Termination – Failure to pass probation.

Appointment (D-10)

Jessica Araj, 4146 35th Street, Detroit, 48120, Receptionist, Office of Human Resources, \$9.79 per hour, Step 1, effective 4/9/15, 12 Months.

Maureen Badalamente, 23112 W. Fairway Drive, Woodhaven, 48183, Scanning Clerk, Financial Services \$12.36 per hour, Step 4, effective 4/27/15, 12 Months.

Sandra Cartwright, 14667 Bradner Avenue, Plymouth 48170, Payroll Associate, Financial Services, \$19.32 per hour, Step 4, effective 4/27/15, 12 Months.

Change in Classification (E-10)

Leanne Campbell, from Marketing and Communications, Department Secretary to Academic Affairs Assistant, Industrial Technology, effective 3/30/15, \$19.63 per hour, \$0.25 longevity, total \$19.88 per hour, Step 10, 12 Months.

Salary Schedule Change of Status (F-10)

Kathy Campbell, Instructor, Health Sciences Division, from MA, Step 4, Schedule HFCC Federation of Teachers, to Level, MA30, Step 4, Schedule HFCC Federation of Teachers; REASON: Completed graduate hours toward a PhD, effective 5/12/15.

Andy Riggio, from Facility Services, Custodian, Part-Time, 12 Months, to Custodian, Full-Time, Facility Services 12 Months, effective 4/13/15.

Return from Leave of Absence (G-10)

Corrine Asher, Business and Computer Technology Division, \$91,181, MA30, Step 11.5, effective 5/12/15; REASON: Return from Sabbatical Leave.

Steven Murrell, Math and Science Division, \$95,309, MA30, Step 12.5, effective 5/12/15; REASON: Return from Sabbatical Leave.

Achievement of Tenure (H-10)

Patricia Little, Business and Computer Technology Division, effective 5/11/15.

Expression of Sympathy (I-10)

John VanHecke, appointed 5/8/12, Adjunct Anthropology Instructor, Social Science, Arts and Fitness Division, deceased 3/27/15.