

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
JULY 20, 2015**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, July 20, 2015, at the Henry Ford College Administrative Services and Conference Center at 7:02 p.m. by Acting Chair McDonald.

**ROLL CALL**

On roll call, the following were present: Trustees Bazzi, Guido, Lane, Meade, Petlichkoff and Chair McDonald. There being a quorum, the meeting was declared in session.

**II. APPROVAL OF MINUTES**

Resolution offered by Trustee Bazzi and supported by Trustee Meade was adopted with unanimous approval attached that the following minutes of the Board of Trustees be approved:

Regular Meeting – June 15, 2015  
Closed Session – June 15, 2015

Trustee Lane asked the minutes be corrected to indicate that she was present at both meetings.

Hearing no other corrections or additions, Chair McDonald attached a unanimous affirmative vote.

**III. PRESIDENT'S ITEMS**

- President Jensen informed the Board that he would be in Traverse City for the MCCA President's Summer Institute, tomorrow evening through Friday.
- The Cash Forecast worksheet as of July 15, 2015 was reviewed.
- President Jensen thanked all the Board of Trustees applicants and stated that he is looking forward to working with Trustee Fadwa Alawieh. He also thanked the Board for the many hours they worked during the selection process.

**IV. SPECIAL REPORTS**

- A. Orientation at HFC – History, Improvements and Mandatory Orientation – Board Report #4183 – Vice President Copprue

The Orientation program at Henry Ford College has a history of driving change based on survey data and lessons learned. Orientation was selected as one of three Achieving the Dream (ATD) Grant initiatives in 2008 targeted to positively impact

student success. The Orientation program was revised using several best practice models as a guide. The redesigned program was piloted in 2009. Over the next several years, modifications continued as a result of formative data collection and review. The final version of this program resulted in increased attendance and improved completion and retention rates.

Henry Ford College is now using this enhanced Orientation model to get students started in a meaningful manner. Lessons learned during early ATD pilots have been incorporated to infuse the program with a more dynamic, inviting and ultimately, successful approach.

Academic areas, including faculty and student services have collaborated to develop a cohesive, comprehensive Orientation program. The program has been scaled up from the first year and continues to show evidence of success.

Recognizing that some students require more support than they can receive in one program, a semester long peer mentoring program was developed. The *Inside Track* program was launched in the fall 2009 and has shown impressive results both in retention and long-term persistence.

With the opening of the Welcome Center and the development of the *7 Steps to Enroll* process, the content of in-person Orientation has continuously evolved and allows students to seamlessly complete their enrollment process in the Welcome Center following the Orientation program. The current process is individualized and allows students to focus on their unique situations. For example: those who have scored high enough on standardized tests can skip the Course Placement step; those who applied for financial aid can have those questions addressed in the enrollment lab; and those who need placement preparation can participate in a workshop, etc. The flexibility of the services and space in the Welcome Center have helped to create customized service extensions for the Orientation program.

In 2014 and 2015, additional and more specialized Orientation programs were developed which included dual enrollment orientation and a parent/family orientation. Additional orientation cohorts will be developed in the future. Ideas include Orientation programs targeted to veterans, transfer students, athletes, and those that are academic focused.

Based on the recommendations of ATD coaches, CPI teams, and additional input, an Orientation Committee was formed to explore whether or not to mandate orientation attendance among first time college students. It was decided that in order to mandate orientation, an online version of the Orientation program must be developed. In April 2014 an online orientation vendor was chosen and the new student online Orientation was created. A soft roll out occurred on November 19, 2014 for students attending during the winter 2015 semester. The Orientation is interactive and includes video and quizzes. The online orientation option is available to students via a single sign-on in WebAdvisor allowing student participation to be tracked using their HFC ID numbers.

As the College keeps a laser focus on its retention and completion rates, various initiatives are underway. These initiatives (Guided Pathways, Orientation, Retention Alert, E-Advising, FYE) are planned to intersect in a way that create substantial

effects on student success and completion. As a result, mandatory orientation is critical and its implementation will be aligned with the 2016 launch of Guided Pathways and the other initiatives developed/resurrected in support.

Vice President Copprue stated that this presentation is one of a collection of vital activities taking place on campus to improve student retention. She introduced Nikole Ford, Supervisor of Enrollment Services and the Welcome Center, who gave a presentation which shows that students who attend orientation return to HFC in higher numbers than those who choose not to attend. There are many opportunities for students to attend orientation sessions in various forms and additional sessions will be added as student applications increase.

B. Physical Therapist Assistant Program – Board Report #4184 – Vice President Pierner

The Physical Therapist Assistant Program (PTA) at HFC prepares individuals for employment as entry-level Physical Therapist Assistants. Students in this program have learning experiences in the classroom, laboratory and in local physical therapy facilities. The program admits twenty-eight new students each fall that have met the admission requirements. The two-year PTA program consists of seventy-five credit hours. Our program is fully accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) through 2016, and we will be focusing on re-accreditation this academic year. The program strives to accomplish the following goals as well as the program learning outcomes published in the catalog:

1. Graduates will demonstrate the knowledge base and technical skills to provide care as an entry level Physical Therapist Assistant.
2. Graduates will recognize and demonstrate professional behaviors appropriate for practice as an entry level Physical Therapist Assistant.
3. Graduates will demonstrate behaviors that comply with legal standards and adhere to the ethical standards established by the American Physical Therapy Association for Physical Therapist Assistants.
4. Graduates will demonstrate safe, efficient, and compassionate care for patients in a variety of settings as Physical Therapist Assistants.
5. Graduates will effectively transition from the role of student to Physical Therapist Assistant.

Recent changes that have been made to improve student success are:

- Increase in the grade requirement of prerequisite courses from a C to a B-
- Increase in structured lab time
- Increase in tutored open lab time
- Professional development opportunities for clinical faculty
- Sponsoring Clinical Instructors for completion of an instructor credentialing course
- Integration of MoodleRooms into the program
- Use of Tegrity lecture capture in the classroom
- Video installation project (TIF Funded) for student learning in lab and anytime access of procedures and instruction

The PTA program at HFC continues to enhance the skilled healthcare work force in southeast Michigan by successfully graduating 72.6 percent of the program students with a 98.4 percent licensure pass rate and 100 percent job placement rate.

Vice President Pierner introduced Nursing Associate Dean, Susan Shunkwiler, Health Sciences Department Chair, Deborah Szymanski, PTA Instructor, Cynthia Scheuer and PTA Clinical Coordinator, Steven Pedley. Ms. Scheuer gave an overview presentation of the program which included a couple of actual instructional video clips. Ms. Scheuer remarked physical therapist assistants came in second to clergy in a job satisfaction survey that she had recently seen. The program has been accredited from 1992 through 2016. In addition to Ms. Scheuer and Mr. Pedley, the program has three adjunct faculty members, three lab tutors, contracts with over eighty clinical sites, and forty clinicians who work with students.

## V. **DISCUSSION ITEMS**

None

## VI. **ACTION ITEMS**

### A. Citizen Participation

None

### B. Special Consideration of an Action Item

Items 2, 3 and 7.

### C. Motion to Approve Action Items

Resolution offered by Chair McDonald and supported by Trustee Lane was adopted with unanimous approval attached to move that action items 1 through 6, with the exception of action item 7, be approved as recommended.

## **FINANCE**

None

## **BIDS AND CONTRACTS**

### 1. Festo PLC/Sensors Workstations – Board Report #4185 – Vice President Satkowski

Moved that the award of a contract to Advanced Technology Consultants in the amount of \$118,080 for the purchase of ten Festo PLC/Sensors Workstations, in accordance with ATC's quotation dated July 8, 2015, be approved.

2. Steelcase Furniture, Classrooms – Board Report #4186 – Vice President Satkowski

Trustee Lane asked why the seating was limited to 25. Dr. Adam Cloutier, Director of Teaching and Learning Support Services, indicated that the limitation was due to classroom space available.

Moved that the award of a contract to Lincoln Office Solutions in the amount of \$37,632.14 for the purchase and installation of Steelcase classroom furniture, in accordance with Quote #9236 dated July 10, 2015, be approved.

3. Strategic Planning & Management System – Board Report #4187 – Vice President Satkowski

Trustee Petlichkoff asked for clarification on what was included in the system and if additional software needed to be purchased. Vice President Chadwick explained that we are already trained and licensed in Strategic Planning Online (SPOL) and the WebFocus Business Intelligence Tool which will support the system.

Moved that the award of a contract to the Balanced Scorecard Institute in the amount of \$166,100 to provide a Strategic Planning & Management System, in accordance with their proposal dated July 7, 2015, be approved.

4. WebFOCUS Software License – Board Report #4188 – Vice President Satkowski

Moved that the award of a contract to Information Builders, Inc. in the amount of \$167,873.24 for the one-time license fee and annual maintenance WebFOCUS Bundle for Higher Education software in accordance with Master Software License Agreement Rider dated July 13, 2015, be approved.

## **HUMAN RESOURCES**

5. Staff Recommendations – Vice President Eschenburg

Moved that the staff recommendations, as presented in Board Report #4189: Resignation A-1; Leave of Absence B-1; and Appointment C-1, be approved.

6. Engagement Facilitator, Corporate Training – Vice President Glass

Moved that the appointment of Ms. Aileen Stewart to the position of Participant Engagement Facilitator, Corporate Training, at Grade 8, Step 1, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, effective August 3, 2015, be approved.

**BOARD ADMINISTRATIVE SERVICES**7. Board of Trustees Appointment – Chair Roxanne McDonald

Motion was offered by Trustee Bazzi and seconded by Trustee Lane to move that the appointment of Ms. Fadwa Alawieh to the Dearborn Public Schools Board of Education/Henry Ford College Board of Trustees for the term of July 21, 2015 (upon swearing in) until the results of the November 8, 2016 election are certified was approved with the following roll call attached: Ayes - Trustees Bazzi, Guido, Lane, Meade and Chair McDonald (5); Nays - Trustee Petlichkoff (1).

**VII. BOARD OF TRUSTEES BUSINESS**

## A. Board Member Reports

None

## B. Requests for Information and/or Future Agenda Items

Trustee Bazzi asked if a Board Retreat was being planned. Chair McDonald indicated that she would prefer the retreat be planned at a later date to give the Board some needed time off.

## C. Board Member Commentary

Chair McDonald thanked the Board, Kathy Dimitriou, Dawn Mital, Superintendent Maleyko and President Jensen for their time and energy during the Trustee appointment process. They were an outstanding team and she is sure that the community appreciates their commitment.

**VIII. ACKNOWLEDGEMENT OF CORRESPONDENCE**

None

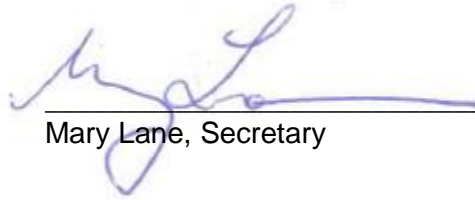
**IX. FUTURE MEETING DATES**

A. Monday, August 17, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

B. Monday, August 24, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

X. **ADJOURNMENT**

Resolution offered by Chair McDonald, was adopted unanimously by those members present, that the meeting be adjourned at 8:49 p.m.



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Mary Lane, Secretary