

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
AUGUST 18, 2014**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, August 18, 2014, at the Henry Ford College Administrative Services and Conference Center at 7:17 p.m. by Chair Berry.

ROLL CALL

On roll call, the following were present: Trustees Adams, Guido, Lane, McDonald, Schoelles, Schoolmaster and Chair Berry. There being a quorum, the meeting was declared in session.

II. APPROVAL OF MINUTES

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

Regular Meeting – July 21, 2014

III. PRESIDENT'S ITEMS

A. Facilities Master Plan Status Update

Vice President Eschenburg introduced Marwan Houri and Patrick Calhoun from the SHW Group who gave an overview of what has been completed in phase one of the plan. This first phase includes the library, the liberal arts building and the technology building. Town Hall meetings, Master Facilities Planning Committee meetings and stakeholder interviews took place during this phase. Five major categories with twelve guiding principles approved by the committee were established to make sure the College is able to accommodate the changing way education is delivered. The utilization study shows that the buildings are under-utilized Friday through Sunday. Survey will be going out to students, faculty and staff for their input.

Trustee Schoelles stated that the plan is a good way to prioritize our building needs. She also asked if the foot traffic study will affect signage placement. Mr. Houri replied that signage was tailored to what we currently have; however, after phase two is completed, it would be easy to relocate or add signs. Trustee Lane asked that outdoor space be evaluated for potential use by students. Chair Berry was happy to hear that a survey was being done. Trustee Schoolmaster would like administration to address the under-utilization of the buildings by scheduling classes during the under-utilized times and “go outside the box” to get students into classrooms.

IV. RECOGNITION AND ACKNOWLEDGMENTS

Bonnie Watson, who received her diploma from Allen Park High School in May and future HFC student, recognized the following:

- Student Nursing Association for donating \$900 to the Karmanos Cancer Institute. The money was raised in a “coins war” during the winter semester.
- Dr. Adam Cloutier who received his doctorate in Community College Leadership from Ferris State University.
- Athletes Richards Gordon, women’s basketball, who received an athletic scholarship to Lindenhurst University in Illinois and Marcus Williams, men’s basketball who received a full athletic scholarship to attend the University of Michigan-Dearborn.
- The HFC Counseling Division received a \$39,960 award from the Detroit Regional Chamber to help fund the Inside Track mentoring program.
- Ms. Angelica laquinta, recent graduate from the Dearborn Magnet High School, who is the first recipient of the Diponio Foundation Scholarship award designated for criminal justice majors.

V. SPECIAL REPORTS

A. Enrollment Initiatives – Board Report #4082 – Vice President Copprue

Beginning in May 2013, the College began more consistently enforcing its policy that students be qualified for admission through the presentation of their high school transcript or completion of a GED. Additionally, the College tightened its payment policies and created deadlines for preferred financial aid processing. These changes, together with an overall average enrollment decrease across the State of Michigan in community colleges, resulted in the Fall 2013 enrollment decreasing by 23.71 percent in credit hour and 21.24 percent in head count as of the first day of classes.

Based on the College’s fiscal condition at the time, we could ill afford another year with a similar decline. Currently, and over the next few years, college enrollments are expected to slow. This has been evident as all Michigan community colleges in Macomb, Wayne, Washtenaw and Oakland Counties have experienced sharp declines over the past three years. This fall, all Michigan Colleges in these counties are down, some by double digits, except for HFC.

Recognizing these challenges, in preparation for Fall 2014, through the leadership, vision and support of President Jensen, the Student Affairs division, led by Enrollment Services, developed an aggressive multi-dimensional strategy to reverse these decreasing enrollment trends. These included:

- A complete restructuring of the staffing and processes in Enrollment Services.
- An investment by the President in strategically assigned staff in the call center, recruitment, and positions that will improve new student on-boarding and first-semester retention.

- The development, facilitation and implementation of four separate Presidential CPI teams to address customer service and access: Enrollment Processes, Communication, Marketing, and the Call Center.
- More rigorous training and monitoring of staff performance.
- Vastly increased academic and business and industry partnerships.
- Expansion of enrollment-related events on campus.
- Expansion of our recruitment territory.
- Phoning over 2,200 students who were on probation, were facing academic dismissal, or were otherwise academically at risk to schedule them to meet with a counselor to get registered. These calls were made by academic advisors and support staff in the Math/Science and Business divisions.
- Expanding service hours from four days per week in the spring and summer to five days through July and six days through August.

Other initiatives included a clear and consistent communication campaign that involved the promotion of the HFC guarantees, contacting “stop-out” students, focusing on guest students, encouraging reverse transfer opportunities, communicating and encouraging students who had been admitted but who had not registered, and focusing on students who are close to graduation.

President Jensen thanked Vice President Copprue and all of her staff for their efforts in increasing enrollment. He then introduced Vice President Copprue who stated that the two goals for the initiatives were to “stop the bleeding” and to fix the structure in Enrollment Services to provide a customer friendly enrollment process. She then introduced Holly Diamond, Executive Director Enrollment Services/Registrar and Nikole Ford, Supervisor of Enrollment Services who presented on the initiatives. Ms. Diamond stated that students are not transactions, they are relationships, we must keep our momentum going, and “enrollment is everyone’s business.” Ms. Ford added that we are already a model for others and want to continue to be so. Trustee Guido asked if a ninety mile commute is realistic for students. Ms. Diamond replied that online classes are an option as well as U of M-Dearborn student housing availability. Trustee McDonald added that we are in the business of service and anticipating the needs of students is key and says volumes as far as what we offer. Trustee Schoelles stated that the initiatives are wonderful as students can’t register if they don’t know how.

VI. DISCUSSION ITEMS

None

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Trustee Schoelles informed the Board that the effective date for action item 7. is August 25, 2014. Resolution offered by Trustee Adams and supported by Trustee Schoolmaster was adopted with unanimous approval attached to move that action item numbers 1 through 9 be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

1. Exterior Campus Signage – Board Report #4083 – Vice President Satkowski

Move that the award of a contract to Valley City Sign Company in the amount of \$260,064.19 for the Exterior Campus Signage Project, in accordance with the specifications of Sealed Bid #15283, be approved.

2. Welding Machines and Equipment – Board Report #4084 – Vice President Satkowski

Move that the award of a contract to Matheson Tri-Gas, Inc. in the amount of \$91,104.30 for the purchase of welding machines and equipment, in accordance with the specifications of Sealed Bid #15306, be approved.

3. Welding Booths and Tables – Board Report #4085 – Vice President Satkowski

Move that the award of a contract to E & R Industrial Sales in the amount of \$28,891.13 for the purchase of welding booths and tables, in accordance with the specifications of Sealed Bid #15325, be approved.

4. Change Order Request: Early College – LRC Classroom Renovation Project – Board Report #4086 – Vice President Satkowski

Move that the award of a contract change order to DeMaria Building Company in the amount of \$45,472.11 for the additional work required to complete the Early College – LRC Classroom Renovations Project, be approved.

5. Ellucian Recruiter Module – Board Report #4087 – Vice President Satkowski

Move that the award of a contract to Ellucian, Inc. in the amount of \$69,600 per year for a five-year subscription to Ellucian Recruiter and in the amount not to exceed \$92,700 for implementation services, in accordance with Ellucian Quote #H19:072414, be approved.

HUMAN RESOURCES

6. Staff Recommendations – Vice President Eschenburg

Move that the staff recommendations, as presented in Board Report #4088: Resignation A-2; Retirement B-2; Layoff Non-Instructional C-2; Appointment D-2; and Change in Classification E-2, be approved.

7. Ellucian Analyst, Information Technology – Vice President Eschenburg

Move that the appointment of Mr. Jerry Kondraciuk to the position of Ellucian Analyst, Information Technology, at Grade 7, Step 4, of the 2014-2015 Henry Ford Community College Administrators' Association Salary Schedule, effective August 25, 2014, be approved.

8. Special Assistant to the Vice President, Administrative Services – Vice President Eschenburg

Move that the appointment of Ms. Erika Childress to the position of Special Assistant to the Vice President, Administrative Services, at Grade 2, Step 2, of the Exempt Henry Ford College Administrative Salary Schedule, effective August 4, 2014, be approved.

9. Project Assistant, Academic Education – Vice President Eschenburg

Recommended motion: Move that the appointment of Ms. Amy Ducher to the position of Project Assistant, Academic Education, at Grade 3, Step 5.5, of the Exempt Henry Ford College Administrative Salary Schedule, effective August 1, 2014, be approved.

BOARD ADMINISTRATIVE SERVICES

None

VIII. BOARD OF TRUSTEES BUSINESS

A. Board Member Reports

None

B. Requests for Information and/or Future Agenda Items

None

C. Board Member Commentary

Trustee McDonald stated that the MCCA conference was excellent and that she received a lot of useful information. The topic this year was "Insuring Relevancy in Times of Change." Trustee McDonald presented Trustee Guido with a pin from the MCCA for his twenty years of service as a Board Trustee. Trustee Guido stated that he was honored to receive the pin and that he values the camaraderie of the Board and has appreciated every minute of it.

Trustee Lane commented on the retirement of Suresh Ailawadi who had over__ years of service at the College. She asked what recognition faculty receive upon their

retirement. President Jensen will get back to her on what is currently being done as recognition.

Trustee McDonald indicated that when she called the main number, the call was dropped after twelve minutes. She would like to have a directory option included in the automated call answer. She also stated that the "your call is important to us" message was repeated more frequently than necessary and that the message sound quality was not good. Vice President Coppue will look into these issues.

Trustee Guido asked if the Ford Road sign is still in the works. Vice President Eschenburg replied that a sign or tower will be included in phase two of the Facilities Master Plan.

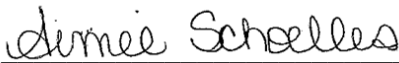
IX. ACKNOWLEDGEMENT OF CORRESPONDENCE

X. FUTURE MEETING DATES

- A. Monday, August 25, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, September 8, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- C. Monday, September 15, 2014, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services & Conference Center, in the Rosenau Board Room, Henry Ford College.
- D. Monday, September 22, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

XI. ADJOURNMENT

Meeting adjourned at 8:40 p.m.



Aimee Shoelles, Secretary