The goal of this process is to make the retrieval of college policies a streamlined process, and to put a structure in place for communication of the policies and procedures for our constituents. As HFCC prepares for its accreditation visit, we want to ensure that all of the requirements regarding policies and procedures set forth by the Higher Learning Commission are met.
# Table of Contents

Team Members..................................................................................................................3
Project Statement..................................................................................................................4
Executive Summary..............................................................................................................5
Operational Definitions........................................................................................................6
Background Information......................................................................................................7
Current Policy and Procedure System Chart .......................................................................8
Current Academic Policy and Procedure Chart..................................................................9
Current Business Policy and Procedure Admin/Local 71 Chart...........................................10
Current Business Policy and Procedure Faculty, Local 1650, ASO Chart.........................11
Current Business Policy and Procedure DSOEA, SSA Chart.............................................12
College-wide Academic Policies Communication Chart....................................................13
Case Studies.......................................................................................................................14
Research............................................................................................................................17
Environmental Scanning Chart...........................................................................................21
Customer Service CPI Team Chart......................................................................................22
Michigan Community College Internet Research...............................................................23
Improvement Theory and Implementation Plan...................................................................24
Recommendations...............................................................................................................25
Implementation Timeline – Gantt Chart...............................................................................27
Future Directions for CPI Teams..........................................................................................31
Executive Council Feedback...............................................................................................32
Acknowledgements............................................................................................................33
Appendix I – Kirtland Sample..............................................................................................34
Appendix II - Travel Procedure PDF..................................................................................35
TEAM MEMBERS

Team Sponsor
Reginald Best
Executive Director of Development

Team Leader
Aura Cazares
Student Conduct and Compliance Manager

Team Members
Linda Brandt
Biology Faculty and Senate Member

Sam Grecco
Engineer

Valerie Hargraves
Enrollment Associate IV

Patricia Lanzon
Education and Psychology Faculty

Jacqueline Lawson
Business and Computer Technology Faculty

Terry Potvin
Library Administrator
Project Statement

To improve the organization, accuracy, and accessibility of college-wide policies and procedures for our internal and external constituents.
Executive Summary

This report is intended to review the effectiveness and efficiency of the organization and dissemination of college-wide policies and procedures. The CPI team has based our recommendations on the research gathered by environmental scanning, interviews of administrators and executives, the published criteria and “assumed practices” of the Higher Learning Commission. The CPI team evaluated whether Henry Ford Community College’s organization and accessibility of college-wide policies and procedures were meeting the expectations of the Higher Learning Commission.

Methods of analysis included cause and effect diagrams and case studies to identify systemic inefficiencies and flow charts to illustrate current practices step by step. Information used in our methods of analysis was gathered by examining case studies provided by faculty and staff, exploring the numerous College handbooks on college-wide policies and procedures, and interviews of College executives and administrators.
Operational Definitions

**Policy** - A high level method of action or plan selected from among alternatives with the goal of guiding and supporting the general goals and accepted procedures of a governing body.

**Procedure** - The sequence of actions used to carry out policy.

**Senate** - The representative body of the College Organization.

**Board of Trustees** - The HFCC governing body that holds highest authority.

**Cabinet** – Group of executive administrators that report directly to the HFCC President.

**External Constituent** - Individuals who are impacted by Henry Ford Community College’s policies and procedures including but not limited to: prospective students, alumni, parents, and the community at large.

**Internal Constituent** - All Henry Ford Community College students and employees including but not limited to: currently enrolled students, student workers, support staff, full-time and adjunct faculty, administrators, cabinet members, and HFCC President.


**Continuous Process Improvement Team (CPIT)** - The term CPIT will be used throughout this report to reference the team members identified in as the General Policies and Procedures Continuous Process Improvement team.
Background

This report was commissioned to review the effectiveness and efficiency of the development and dissemination of College processes and procedures. Specifically, how well they reflect the expectations of the Higher Learning Commission. Methods of analysis included cause and effect diagrams to identify systemic inefficiencies, case studies, and flow charts to illustrate the current practice step by step. Information used in the methods of analysis was gathered by examining case studies provided by faculty and staff, exploring the numerous College handbooks on various policies and procedures, and interviews of College executives and administrators. The committee has based their recommendations on research gathered by environmental scanning, interviews of administrators and executives, the published criteria and “assumed practices” of the Higher Learning Commission.
Current System

Figure 1: Represents the current system and the factors that impact the infrastructure of where the data can be obtained.

There are five repositories of policies that impact various HFCC constituents: The Student Handbook, The College Handbook, The Board of Directors Handbook, New Employee Handbook, and web links. We determined that many of us could not find the policies that were outside of our scope.
How College-wide Academic Policies are Currently Developed and Approved

The topic is brought to Senate.

Senate/standing committees review, debate, and consider establishing a policy.

Yes

College Organization Vote Token

Yes

No Matter does not proceed.

Yes

President

No Matter does not proceed.

Yes

Board of Trustees

No Matter does not proceed.

Yes

If approved how is information disseminated.
How College-wide Business Policies are Currently Developed and Approved by Administrators, Local 71

Note: First level reporting structure varies by department.

- Staff presents the topic
  - Immediate Supervisor
    - Manager
      - Supervisor
        - Director
          - Vice President
            - Cabinet
              - President
                - Board of Trustees

If approved how is information disseminated?
How College-wide Business Policies are Currently Developed and Approved by Faculty, Local 1650 and ASO

Faculty presents the topic

Lead Faculty

Academic Coordinator

Associate Dean

Vice President

Cabinet

President

Board of Trustee

If approved how is information disseminated
How College-wide Business Policies are Currently Developed and Approved by DSOEA and SSA

(Dearborn School Operating Engineers Association and Support Staff Association)
How College-wide Academic Policies Will Be Cataloged and Communicated

College-wide Non-academic Policies and Procedures

College-wide Academic Policies and Procedures

Policy Coordinator

Master Document

Accessible to Constituents via Internet
The following case studies illustrate:

1. The confusion that exists when an employee attempts to adhere to specific policies and procedures due to the fact that the policies are not easy to find and various parts appear in different places.

2. A suggested flow chart to inform users which forms need to be completed for travel and where they are located.

**Case Study 1 - Conference Travel**

Employees who need to conduct business off-campus often have a difficult time knowing what procedures to follow. Knowing what policies and procedures to follow is challenging since they are found in various locations and forms need to be obtained and submitted to numerous different offices.

**The forms include:**

- *Travel and Conference Expense Report* for advance and/or reimbursement of expenses. Filled out before and after travel.
- *Report of Absence* to be completed after travel.
- *Conference Summary and Report* does not state to whom to deliver this.
- *Vehicle Rental versus Mileage Reimbursement Calculator* spreadsheet and document. **Side note** - Supposedly no out of pocket charges will occur if renting turns out to be the least expensive, which it was in employee’s case. However, Enterprise gave employee a car with ¼ tank of gas (they said it usually has ½ tank) and that HFCC has no provision for filling the tank. Employee was told by Enterprise to return it at the same level. Employee was also told by the Enterprise agent they needed to purchase insurance on the vehicle that they were renting because HFCC does not have adequate coverage. Since this was outside of college hours, employee could not call HFCC to verify this.

- *Student Field Trip Policy III.A. 330* (11 pages)
  1. Includes a *Request for Field Trip* form to be completed at least three weeks prior
  2. *Faculty Notification of Field Trip* to be completed by participating students at least two weeks prior and presented to faculty of classes affected
  3. *Waiver of Liability* signed by students
  4. List of participants to AD by first day of field trip
  5. *Vehicle Information* if applicable.

- Conference program or schedule to be submitted to someone - not clear to whom.
Unanswered Questions:

1. A new set of documents exist titled *Travel and Conference Procedures* Effective Date: October 1, 2013, came from Dr. Pierner’s office. Does this supersede the one in the College Organization Handbook and everything else? Or is this in addition to the forms listed above?

2. Various signatures from offices are required, like a signature from “Business Services.” What defines “Business Services?” Often who needs to sign the forms and where they should be sent is unclear.

**Case Study 2 - Disconnect between process, procedure, and departments**

A work study student was sent to fill out her paperwork in the Career Resource Center. She was there for two hours filling out the paperwork. She received incorrect paperwork to fill out as a result of the work study staff member not knowing the correct procedures for hiring. In addition to these issues, the faculty member filled out the required supervisory paperwork and it did not get processed, again, due to someone not knowing what procedures to follow. Supervisor contacted the Career Resource Center and Human Resources to find out why the work study student had not been paid, and was told that she was never added to the payroll system. The work study student then had to fill out the paperwork
again at the Career Resource Center and Human Resources. It was three weeks before the work study received her first paycheck.

**Unanswered Questions:**

1. How are instructors and students to know whether or not the hiring process they have been informed of is correct when they have followed the given process and yet have to repeat the process again due to systemic error?

2. What type of training regarding hiring procedures for work study students filling in while full or part-time faculty are unavailable is taking place?
Research

Cabinet Interview Conducted by Aura Cazares

Three questions were asked of the Cabinet:

1) How are Policies and Procedures viewed by Cabinet?
2) How are Policies and Procedures viewed by the President?
3) What is the Cabinet’s expectation in terms of process?

In attendance: Dr. Stanley Jensen, Dr. Lisa Copprue, Dr. Cynthia Eschenburg,
Dr. Tracy Pierner, Ms. Becky Chadwick, Mr. Reginald Best, Ms. Kathy Dimitriou

Summary of Conversation

General Comments:

- The Cabinet concluded that there is need for continuous review of outdated polices.
- Board policy dictates everything unless their authority is otherwise delegated.
- Board policies are not electronic and are thus inaccessible and outdated.
- Disconnect between policy and procedure creates confusion about the process.
- The understanding of policy by “past practice” results in
  a) Policies that are passed and not implemented.
  b) Practices that are not policies but are viewed as such.
- Policies and procedures are meant to encourage and serve as a pathway to innovate and coach employees on the correct way to conduct business.
- What is HFCC’s mission? To get students, keep students, and graduate students. Policies and procedures should be a tool to facilitate this.

Needs Identified during the Cabinet interview:

- Recommendation to lead to a consistent application by all employees.
- Implement process to be viewed as a positive versus restrictive system.
- Internal procedure to guide people with a naming convention that addresses organizational structure.
• Specify how policies are made?

• How are policies changed?

• How do they become policy?

• Develop a system in which policies are broad and organized in a centralized location. Subsequently referencing procedure that details processes and documents who owns the process and has authority to create changes.

• Identify a single person who oversees and is responsible for policy review.

• System that answers how is policy created as well as who makes policy? What is a policy? When is a policy created/updated?

• Campus-wide training about the policies versus procedures differences and ways to locate information.

**Academic Affairs Council Meeting Conducted by Aura Cazares**

During the Academic Affairs Council Meeting, the following three questions were asked of the Associate Deans and Directors:

1) How are Policies and Procedures viewed by Associate Deans?

2) How are procedures created, changed and/or updated?

3) What is the delegation of power in your area?

**General Comments:**

• Staff and students are impacted by the disconnect between policies and procedures since no clear guide exists for finding a policy and/or a procedure in a centralized location.

• Policies that impact Academic Affairs are initiated by or referred to the Senate and are referred to the College Organization for a vote.

• The Associate Deans agreed that there is no clear delegation of power.

**Suggestions:**

• Unintended consequences of procedural changes need to be considered.

• Create a system that specifies differences among policy, procedure and practice/process.

• Have an owner that is responsible for review and updates to policies.
**Senate Member Interview**

College Senate plays a vital role in Academic Affairs policies. The following excerpt is from the HFCC Constitution:

**IV. POLICY APPROVAL PROCEDURE**

A. Individuals of the College Organization may submit recommendations regarding policy changes to an appropriate standing committee, to their respective divisions, to the Council, or to the Senate.

B. Recommendations regarding new policies or policy changes shall be forwarded to the Senate by individuals, by standing committees, by divisions, or by the Council.

C. The Senate may approve, amend, reject, or forward without approval recommendations regarding new policies or policy changes.

1. Copies of recommendations which are to be submitted to the College Organization must be forwarded by the Senate to the initiating body, to the President, and to the Council at least three weeks prior to a meeting of the College Organization.

2. If the President, the Council, or the initiating body desires to discuss such recommendations with the Senate, a meeting may be called by the Chairperson for that purpose.

3. Copies of recommendations which are to be submitted to the College Organization must be forwarded by the Senate to the College Organization one week prior to its meeting.

D. If the recommendation of a standing committee, of a division, or of the Council is rejected by the Senate, and that initiating body repasses the recommendation, the Senate must again consider the measure and pass it on through the channels to the College Organization. The Senate shall have the option of advocating an alternate proposal.

E. If such recommendations are approved by the College Organization and the President, when appropriate, the Board of Trustees shall be apprised of the agreement.

F. The President shall have 45 calendar days in which to veto the proposed policy or policy changes. Should the President choose to veto recommendations of the College Organization, the Senate shall be notified of the reasons of the veto.
G. The Senate must review any veto, and it may return the original recommendation to the College Organization or alter the recommendation and resubmit it to the President, the Council, and the College Organization.

   1. The College Organization may override the veto of the original recommendation by two-thirds of the ballots cast.

   2. The College Organization may pass the altered recommendation with a majority vote.

H. Whenever a recommendation for new policy or policy change is passed over the President's veto, the matter must be submitted to the Board of Trustees for final determination.
Environmental Scanning

Previous CPI Team Customer Service Team’s Survey Results

The Fall 2014 CPI Team focusing on internal customer service distributed a survey. The survey was administered through the Office of Institutional Research to all HFCC employees. Of the 1,949 surveyed, 227 responses were gathered. Details of HFCC employee demographics are represented in their Figure 2 shown below.

![Figure 2. What job type best describes your employment position at HFCC?](image-url)
Customer Service CPI Team’s Survey Results Shown in their Figure 12 below:

College Policies, Procedures and Processes

Questions 10 and 11 were designed to gauge employee’s perceptions on how well administrative policies, procedures and processes are documented and whether changes are effectively communicated (Figure 12).

Figure 12. Documentation and Communication of Administrative Procedures and Processes

<table>
<thead>
<tr>
<th>Q10: Administrative procedures and processes are clearly documented.</th>
<th>Strongly Agree</th>
<th>Somewhat Agree</th>
<th>Neither Agree nor Disagree</th>
<th>Somewhat Disagree</th>
<th>Strongly Disagree</th>
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<tbody>
<tr>
<td>20%</td>
<td>28%</td>
<td>16%</td>
<td>21%</td>
<td>15%</td>
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| Q11: Changes to administrative procedures and processes are communicated clearly and in a timely fashion. | 15% | 30% | 10% | 23% | 22% |

The data show that fewer than 50% of the respondents agree that the College clearly documents and communicates changes to administrative policies, procedures, and processes.
How Other Michigan Community Colleges Disseminate Policy and Procedural Information

This information was obtained via environmental scanning of various community college websites in Michigan. Research resulted in identifying these three community colleges as utilizing best practice:
Improvement Theory and Implementation Plan

This CPI Team confirmed that college-wide policies and procedures are housed in various locations on campus and on the web. We recommend short-term and long-term infrastructural changes, both geared to meet the Higher Learning Commission’s criteria for accreditation: accessibility, visibility, and clear delegation of power. Additionally, we recommend changes in how policies and procedures are communicated to internal and external constituents as documented in the Gantt chart. See pages 27-30 for further clarification.
Recommendations

Recommendation # 1 – Develop Process for Organizing College-Wide Policies

Adopt a system that catalogs in a central location college-wide policies and procedures as documented in the Student Handbook, the Board Policy Binder, the College Organization Book, the New Employee Handbook, and other books that contain policies or procedures.

Costs: Based on employee time and employee classification

Anticipated Improvement: Policies and procedures will be organized in an intuitive manner.

Engrafting: The CPI Team can serve as a resource to the Policy Coordinator to identify a starting point.

Recommendation # 2 – Create an Online Repository

Develop an on-line location to serve as both a repository and master document for the College to host policies and procedures and links to all associated forms. Provide desk-top and HFCC webpage link.

Costs: Based on employee time and employee classification

Anticipated Improvement: Cost savings related to the production and distribution of printed materials will be realized. Additionally, having a master document will help avoid the possibility of having varying versions of policies available to constituents.

Engrafting: This recommendation will require collaboration with Information Technology Services.

Recommendation # 3 - Review Dates

Implement a system that requires all policies to have a review date.

Costs: Based on employee time and employee classification

Anticipated Improvement: Review of policies will help ensure currency of college-wide policies and procedures and protect the college from liability.

Engrafting: The CPI Team will provide examples of best business practice policies which include review dates to individual(s) designated for implementation of this recommendation.

Recommendation # 4 – Documentation Window

Policies that are generated henceforth will need to be documented in the online repository and communicated to all pertinent constituents within thirty (30) days of creation.

Costs: Based on employee time and employee classification
Anticipated Improvement: This recommendation will keep adopted college-wide policies and procedures catalogued and current. This will also reduce redundancies as well as inconsistencies.

Engrafting: The Policy Coordinator will work with the college community and the Board of Trustees to ensure that this process occurs.

**Recommendation # 5 - Point of Contact**

Designate individual(s) who will be the point of contact after policies are created, updated, or eliminated. Designated individual/s will disseminate changes.

Costs: Based on employee time and employee classification

Anticipated Improvement: This will address the systematic gap that causes constituents to be uninformed about policy creation, updates, or eliminations. Additionally, this person will prevent multiple versions of college-wide policies and will monitor the revision dates mentioned in Recommendation #3.

Engrafting: The CPIT will request that Cabinet designate the appropriate employee who will be charged with this task. Once identified, the CPI Team will coach the person on the recommendations and implementation of the process.
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<tr>
<td>CPI team</td>
<td>Identify various types of policies.</td>
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<td>CPI team</td>
<td>Identify the process of how a policy is adopted (Board, College Org., Etc.) through fact-finding.</td>
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<td>CPI team</td>
<td>Identify current practice of how policies are communicated</td>
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<td>CPI team</td>
<td>Identify how and where access to policies is provided</td>
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<td><strong>CPI team</strong></td>
<td>Researched best practices for communication of policies in institutions of higher learning.</td>
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<td><strong>CPI team/DVC</strong></td>
<td>Evaluate College web site for policy display, organization and ease of access (searchable?)</td>
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<td><strong>Cabinet</strong></td>
<td>Designate individual(s) who will serve as HFCC’s policy coordinator(s).</td>
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<td><strong>Policy Coordinator(s)</strong></td>
<td>Identify all versions of each college-wide policy and relevant procedures.</td>
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<td>Policy Coordinator(s)</td>
<td>For each policy, determine which version is most recent.</td>
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<td>✔️</td>
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<td>✔️ &amp; ✔️</td>
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<tr>
<td>Policy Coordinator(s)</td>
<td>Determine into which category the policy falls: academic or non-academic.</td>
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<td>✔️</td>
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<td>✔️ &amp; ✔️</td>
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<tr>
<td>Policy Coordinator(s)</td>
<td>Begin cataloging process to determine organization and access of college-wide policies (e.g. college org, student, etc.)</td>
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<td>✔️</td>
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<td></td>
<td>✔️ &amp; ✔️</td>
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<tr>
<td>Policy Coordinator(s)</td>
<td>Compile all policies in a central location in PDF format.</td>
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<td>✔️</td>
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<tr>
<td>DVC</td>
<td>Link all policies to all appropriate electronic entry points.</td>
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<td><strong>Policy Coordinator(s)</strong></td>
<td>As new policies are adopted by the Board and College Org. continue to sort, organize, and communicate policies to all parties.</td>
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<td><strong>Policy Coordinator(s)</strong></td>
<td>Ensure policies are reviewed by appropriate body as their designated review date comes up.</td>
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Future Directions for Process Improvement Teams

1. CPI Teams with responsibilities to address specific student needs which may include but not be limited to tutoring, transportation, child-care services, veteran assistance, maneuvering the financial aid system, etc.

2. CPI Teams to address online learning creation, technical issues, technical support, on-line course fee distribution, and a testing center.

3. CPI Teams that are driven by faculty knowledge of HFCC student demographics such as adult ADHD, depression, overall student learning, and student campus wide concerns.

4. CPI Teams to address on-campus lack of handicap accessibility into all buildings, classrooms, bathrooms, and professional forums. Research into the ADA requirements as well as campus specific recommendations would be made.

5. CPI Team to address increase in societal obesity due to its health implications. This team would identify the types of food as well as their nutritional value available in the vending machines as well as the HFCC cafeteria food offerings. Recommendations for improving healthy food alternatives would be made.
Executive Council Feedback - Team

Team Name: General Policies and Procedures Continuous Improvement

Date:

Sponsor:   Reginald Best
Team Scribe: Patricia Lanzon
Team Leader: Aura Cazares

<table>
<thead>
<tr>
<th>Idea for Improvement</th>
<th>Support</th>
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<tbody>
<tr>
<td>Adopt a system that catalogs in a central location college-wide policies and procedures as documented in the Student Handbook, the Board Policy Binder, the College Organization Book, the New Employee Handbook, and other books that contain policies or procedures.</td>
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<td>Implement a system that requires all policies to have a review date.</td>
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<tr>
<td>Policies that are generated henceforth will need to be documented in the online repository and communicated to all pertinent constituents within thirty (30) days of creation.</td>
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<tr>
<td>Designate individual(s) who will be the point of contact after policies are created, updated, or deleted and will disseminate changes.</td>
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Team Feedback Meeting Date: ________________________________
Acknowledgements

The Policies and Procedures Process Improvement Team would like to thank everyone who contributed to our project. Without your input we would not have been able to accomplish this task. We “salute you” for your contributions and your willingness to provide input and feedback. A special thank you goes to Becky Chadwick, who listened to us while we were trying to find our “five acres.”
APPENDIX I

Sample Posting Showing Revision Dates

Note: This is being used as an abbreviated sample; there are nine points in the travel policy.
College community,
Attached you'll find new procedures that outline how to receive approval, incur expenses, and request reimbursement for travel. The procedures take effect for all travel beginning July 1, 2013.
The purpose of the procedures is to ensure we use our travel dollars as efficiently as possible and to share knowledge gained at conferences with the appropriate stakeholder groups.
Please review the procedures carefully. Here is a summary of the major points.

1. Meals will be reimbursed at a per diem rate. This means you will be reimbursed a flat dollar amount for each meal and receipts are not required. The rate is $8 for breakfast, $12 for lunch, and $26 for dinner, in accordance with IRS guidelines.
2. As a tax exempt organization, HFCC is exempt from paying sales tax in the state of Michigan. When you purchase a meal or a hotel accommodation, provide a Sales Tax Exemption Form and sales tax will not be charged.
3. Travel advances are no longer provided.
4. A signed copy of the Travel and Conference Procedures document, indicating that you've read and understand the procedures, must be on file with Vice President for Financial Services before travel reimbursement will be processed.
Please read the procedures for more details.
In addition, it is important that the College benefit from the conference. The Conference Summary and Request Form gathers information about knowledge you gained at the conference and how it could be applied to your role as well as to other areas of the College. When you return, complete the Conference Summary and Report Form and attach it to your request for reimbursement.
Until the Vice President of Financial Services is on board at the College, please contact this office with questions or requests for forms.
With these changes, the College will use travel dollars more efficiently and benefit from the knowledge gained.
Thank you for your assistance. If you have questions, please contact me.

Marge

Marjorie Swan
VP/Controller
Henry Ford Community College
Voice: 313.845.9601
Fax: 313.317.1560
Email: mswan@hfcc.edu
Henry Ford Community College
Travel and Conference Procedures
Effective Date: July 1, 2013

PURPOSE

The purpose of this procedure is to set forth processes for receiving approval, incurring expenses, and requesting reimbursement for faculty, administrative, and support staff travel on behalf of Henry Ford Community College.

If you are uncertain about a particular expense or procedure, contact the Vice President of Financial Services prior to the expenditure.

1. AUTHORIZATION TO TRAVEL

All travel must be authorized by your Associate Dean or Director, your Local 1650 travel representative where appropriate, your Vice President, and the Vice President of Financial Services one month prior to the travel using the “Travel and Conference Expense Report” form. Contact the Vice President of Financial Services to obtain the form. Attach a copy of the conference agenda. Out-of-state travel, in particular, will be reviewed for cost/benefit to the College. If you will be presenting at a conference, indicate this on the form.

2. USE OF PERSONAL AUTOMOBILE OR AUTOMOBILE RENTAL

Travel miles will be reimbursed using the IRS allowable rate per mile. Please contact the Vice President of Financial Services for information about the current rate.

3. AIR FARE

Airline tickets should be booked in advance in order to take advantage of any discounts. Please keep in mind that schedule changes cannot be made for discount fares, therefore, you must be able to make a commitment to the travel dates and change them under extraordinary circumstances only, with approval. Travelers are required to make every effort to use the lowest possible air fare with no more than one transfer.

If the conference starts before noon, you may arrive the day before. Most conferences end at a time that allows for return travel that day.

Where a private automobile is used as transportation, reimbursement will be made at the lower of the mileage or the air fare cost. Documentation of the lowest available air fare that day must be
provided. Reimbursement will not be made for overnight lodging or meals enroute on the assumption that the traveler can reach the destination by air in one day. Exceptions may be made when it can be documented that group travel by automobile results in a lower total cost to the College.

Flight insurance is not reimbursable. Luggage fees will be reimbursed for one bag only. If you are presenting at the conference, presentation materials should be shipped. Additional luggage fees to accommodate travelers requiring special medical equipment may be reimbursable, if approved in advance.

Itemized receipts are required.

4. **TAXI OR OTHER TRANSPORTATION**

Use of a shuttle/hotel bus, where provided, is required. When traveling in groups, a taxi may be more economical.

Itemized receipts are required.

5. **HOTEL ACCOMMODATIONS**

Hotel accommodations at the hotel associated with the conference or a lower cost hotel are required. If the conference hotel is full due to late registration, the proposed accommodation must be approved by your Vice President.

Itemized receipts are required. Provide an itemized invoice from the hotel showing a zero balance due. If the receipt does not show a zero balance, provide a canceled check or credit card statement showing proof of payment.

6. **PER DIEM MEAL REIMBURSEMENT**

Meals will be reimbursed on a per diem basis at the following rates:

- Breakfast  $8
- Lunch  $12
- Dinner  $26
The per diem rate applies to all full travel days associated with an overnight stay. Partial travel day per diem is as follows:

<table>
<thead>
<tr>
<th>Leave By</th>
<th>Return By</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td></td>
<td>Breakfast, lunch, dinner</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td></td>
<td>Lunch, dinner</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>11:00 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
<td>Breakfast, lunch</td>
</tr>
<tr>
<td></td>
<td>5:00 p.m.</td>
<td>Breakfast, lunch, dinner</td>
</tr>
</tbody>
</table>

Meal expenditures over the per diem rate will not be reimbursed. The per diem rate includes taxes and tips. Meal receipts are not required for per diem meal expenditures. Reimbursement for alcohol is not permitted.

If a meal is provided as part of a conference registration fee, the per diem amount for that meal will not be reimbursed.

7. **SALES TAX**

As a governmental entity, Henry Ford Community College is exempt from paying sales tax. This applies to all expenditures including those related to travel within the State of Michigan. When you make a purchase such as a meal or a hotel reservation, inform the business that the purchase is exempt from sales tax and provide the Sales Tax Exemption Letter. Contact the Vice President of Financial Services for a copy of the letter. If you do not wish to request a sales tax exemption from the business, you may pay the sales tax yourself, as an alternative.

8. **TRAVEL ADVANCES**

Travel advances are not permitted.

9. **CONFERENCE SUMMARY AND REPORT**

Complete the “Conference Summary and Report” form and attach it to the reimbursement request. The form may be obtained from the Vice President of Financial Services.
To receive reimbursement for travel, complete the “Travel and Conference Expense Report” form with the actual travel costs and obtain approvals from your Associate Dean or Director, your Local 1650 travel representative, where appropriate, your Vice President, and the Vice President of Financial Services. Reimbursement requests must be submitted no more than 30 days following the travel.

Attach all required itemized receipts. The receipt must be an original itemized receipt or itemized invoice. Include all conference costs on the form, including the conference registration fee, even if the College has already paid for the expense via a purchase order or purchasing card. If a cost was paid by the College in advance or was paid by purchasing card, indicate this on the form.

Tipping, such as for hotel housekeeping service, is at your discretion and is not reimbursable.

To receive reimbursement for travel, a signed copy of the Travel and Conference Procedures must on file with the Vice President of Financial Services.

I confirm that I have read and understand the Travel and Conference Procedures. I understand that any request for reimbursement that is not in compliance with the procedures will not be paid.

__________________________  __________________________
Employee signature                        Date

__________________________
Employee Name - Printed
From: Mary Szymanski
To: [Redacted]
Date: 3/24/2014 11:22 AM
Subject: Non-Payroll Direct Deposit
Attachments: Employee Reimbursement DD Authorization.pdf

Pere the email below that was sent out in December, I cannot process your Conference reimbursement until you fill out the attached Non-Payroll Direct Deposit form and attach the appropriate documentation. Please fill it out and either bring it to me or send it back to me. When I get that, then I can process your reimbursement.

Thanks
Mary

TO: Staff
FROM: Accounts Payable
RE: Direct Deposit for Non-Payroll Reimbursements

If you ever receive checks from Accounts Payable for reimbursement...(Approved Travel, Mileage, etc.) do we have good news for you!

The Accounts Payable department is very excited and pleased to introduce direct deposit as our sole source of reimbursements to college employees.

What does this mean to you? No more trips to the bank to deposit a check! Your reimbursement will be direct deposited into an account of your choice. What does this mean for the college? Less paper less cost, easier processing!

I know many of you have already signed up for this and have been happy with this convenience. For those that have not signed up, please see the attachment. You can complete this now and forward to Mary in Accounts Payable so or you can submit it when you have an approved reimbursement request.

Requests we receive and are paid by December 19th, will be processed as submitted. Any requests we receive after this time frame will be returned along with a direct deposit form to be completed before your reimbursement can be processed.

We need a separate form completed for Accounts Payable Reimbursements even though you already have a direct deposit form completed for Payroll. The data is maintained in separate system components within Datatel, done by separate areas and require separate forms.

Please contact Barb Eisterhold at 9850 or Mary Szymanski at 9621 if you have any questions.

Accounts Payable
Phone: 313-845-9621
Fax: 313-845-9866
### Henry Ford Community College
Vehicle Rental versus Mileage Reimbursement Calculator

#### Input Variables

<table>
<thead>
<tr>
<th>Variable</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Miles to Be Traveled</td>
<td>300</td>
</tr>
<tr>
<td>Total Days in Trip</td>
<td>3</td>
</tr>
<tr>
<td>Car Rental Rate (Daily)</td>
<td>$37.00</td>
</tr>
<tr>
<td>Cost of Gasoline per Gallon</td>
<td>$3.450</td>
</tr>
<tr>
<td>Mileage Reimbursement Rate</td>
<td>$0.560</td>
</tr>
<tr>
<td>Rental Mileage Charge, if any</td>
<td>$-</td>
</tr>
<tr>
<td>Rental Car Gas Mileage (MPG)</td>
<td>25</td>
</tr>
</tbody>
</table>

#### Calculated Results

<table>
<thead>
<tr>
<th>Car Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Own Car Cost</strong></td>
<td><strong>$168.00</strong></td>
</tr>
<tr>
<td>Mileage Reimbursement</td>
<td>$168.00</td>
</tr>
<tr>
<td><strong>Rental Car Cost</strong></td>
<td><strong>$152.40</strong></td>
</tr>
<tr>
<td>Rental</td>
<td>$111.00</td>
</tr>
<tr>
<td>Vehicle License Recovery Fee</td>
<td>$1.95</td>
</tr>
<tr>
<td>Wayne County Stadium Tax</td>
<td>$2.26</td>
</tr>
<tr>
<td>Refueling</td>
<td>$41.40</td>
</tr>
<tr>
<td>Total</td>
<td>$152.40</td>
</tr>
</tbody>
</table>

---

#### Vehicle Data Reference Chart

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>Vehicle Examples</th>
<th>MPG</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact/Economy</td>
<td>Chevy Spark, Nissan Versa, Toyota Yaris</td>
<td>31</td>
<td>$36.00</td>
</tr>
<tr>
<td>Mid Size/Intermediate</td>
<td>Toyota Corolla, Ford Focus</td>
<td>30</td>
<td>$37.00</td>
</tr>
<tr>
<td>Standard Size</td>
<td>Chrysler 200</td>
<td>24</td>
<td>$38.00</td>
</tr>
<tr>
<td>Full Size</td>
<td>Dodge Charger, Nissan Altima</td>
<td>23</td>
<td>$39.00</td>
</tr>
<tr>
<td>Premium</td>
<td>Nissan Maxima</td>
<td>23</td>
<td>$55.00</td>
</tr>
<tr>
<td>Luxury</td>
<td>Cadillac CTS, Lincoln MKZ</td>
<td>22</td>
<td>$65.00</td>
</tr>
<tr>
<td>Mini-Van</td>
<td>Dodge Grand Caravan, Town &amp; Country</td>
<td>20</td>
<td>$65.00</td>
</tr>
<tr>
<td>Mid Size SUV</td>
<td>Ford Escape, Nissan Rogue</td>
<td>25</td>
<td>$65.00</td>
</tr>
<tr>
<td>Standard Size SUV</td>
<td>Jeep Grand Cherokee</td>
<td>19</td>
<td>$65.00</td>
</tr>
<tr>
<td>Full Size SUV</td>
<td>Chevy Tahoe, Ford Expedition</td>
<td>16</td>
<td>$90.00</td>
</tr>
<tr>
<td>Full Size Pickup Truck</td>
<td>Chevy Silverado, Ford F-150, Ram 1500</td>
<td>16</td>
<td>$55.00</td>
</tr>
<tr>
<td>Cargo Van</td>
<td>GM Express, Ford Econoline</td>
<td>15</td>
<td>$55.00</td>
</tr>
<tr>
<td>15 Passenger Van</td>
<td>GM Express, Ford Econoline</td>
<td>15</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Contract rates include: Damage waiver, liability protection, personal accident insurance and personal effects coverages (no deductibles) at no charge.

Reference: E&I Enterprise Discount Number XZ24468

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1. Mileage can be determined by using www.mapquest.com or maps.google.com. Be sure to use round trip mileage.
2. Weekly/Monthly Factors: The weekly rate is 6 times the daily rate; monthly rate is 22 times the daily rate.
3. To find the current average fuel price in Michigan, click on the link below: http://fuelgavereport.aaa.com/?redirectto=http://fuelgavereport.opisnet.com/index.asp
4. Mileage Charges: Base Rental Rates for Compact through Premium vehicle classes include unlimited free miles per day and per week, and 2,500 free miles per month; all other vehicle classes include 200 free miles per day, 1,100 free miles per week, and 2,500 free miles per month, as applicable. Any additional miles will be charged at the rate of $0.20 per mile.
Car Rental vs. Mileage Reimbursement

1. Determine cost of rental vs. mileage reimbursement by using the Mileage Calculator.
   a. Complete the yellow highlighted section in the “Input Variables” box.
   b. After the required inputs are entered, the costs for mileage reimbursement and car rental are displayed in the “Calculated Results” box.

2. If renting a vehicle is less expensive than mileage reimbursement, contact the College’s rental car provider, Enterprise Rent-A-Car, to make a reservation.
   a. Call: Enterprise Rent-A-Car, 23777 Kean St, Dearborn Mi 48124, Tel.: 313-277-1122
      Branch Hours: Mon – Fri, 8:00 a.m. – 6:00 p.m.; Sat, 9:00 a.m. – Noon; Sun, Closed
      Alternate Contact: Sharon Ingram, Business Rental Sales Executive, Tel: 248-426-1602
   b. Identify yourself as an employee of Henry Ford Community College and provide your name and department. You will receive HFCC contract pricing as well as full insurance protection as shown on the Mileage Calculator spreadsheet.
   c. Provide the Enterprise agent with the Pick Up Date, Return Date, and Vehicle Class desired.
      NOTE: The College expects that employees will rent vehicles from the Compact/Economy, Mid Size/Intermediate or Standard Classes only, unless permission is received in advance for an exception.
   d. Indicate where you would like to pick up and return the rental. Enterprise offers the following options:
      i. At the Enterprise branch on Kean Street in Dearborn (one block south of Michigan Ave., between Outer Drive and Telegraph);
      ii. At an Enterprise branch that is close to your home;
      iii. At the College; or
      iv. At your home – Enterprise will pick you up from home and take you to the local branch to get the vehicle; after you return the vehicle to the branch, they will give you a ride home.

3. Other program notes and information:
   a. Enterprise will direct bill the College for the rental; so, you should have no out of pocket expenses. However, you might be asked for your driver’s license and a credit card imprint on your first rental.
   b. You MUST sign and return the car rental agreement (pink form) to Accounts Payable upon your return.
   c. Rates are guaranteed as long as you have a reservation.
   d. If Enterprise is out of a particular vehicle on your pick up date, they will upgrade you to another class at no additional cost.
   e. Contract rates also apply to rentals made from National Car Rental, a subsidiary of Enterprise.
   f. RESERVATIONS SHOULD BE MADE AT LEAST ONE WEEK IN ADVANCE but Enterprise will make every effort to accommodate requests with 24 hour (or less) notice.

NOTES:
Employees have the option of using their own vehicles for travel rather than renting, if they agree to be reimbursed at the total rental cost as determined on the Mileage Calculator spreadsheet.

Until mid-October, reservations must be entered manually by agents at the Enterprise branch listed in 2a above. Employees may make arrangements for pick up and return using any of the options listed in 2d at the time they call. By mid-October, the HFCC agreement will be loaded into the Enterprise system so that employees may reserve vehicles at any branch or online.
Conference Summary and Report

Conference purpose and overview:

Ideas and insights gained:

Applications to your role at the College:

Applications to other areas of the College:

Methods knowledge gained will be shared or presented to appropriate College stakeholders:

Employee signature

Date

Employee Name - Printed