

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Fiscal Year 2017 Mid-Year Budget Adjustment

Mid-year budget adjustments are required for the initial FY 2017 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.


Total Revenue is recommended to be increased by \$1.7 million to reflect that enrollment for the fall and winter semesters is better than budgeted, that a reduction in Bad debt write-offs of \$840,000 is also anticipated since collections have improved over FY2016 levels, and that Property Tax and State Appropriations will increase by \$366,000. The budget was built with an assumption of a three percent decline in enrollment. However, fall enrollment was down by approximately 1.5 percent and winter enrollment is projected to be down by 2.1 percent.

Expenses have been reviewed and the increases for the various categories total \$2.1 million. One area of increase, in particular, is the Voluntary Employment Separation Program (VESP) amount of \$630,000. This expense is a "one-time" charge for FY2017 and will not be incurred in FY2018. Also, the instructional expense increase of \$1.26 million reflects changes due to negotiations for Salaries, Extra-contractual pay, and longevity/steps that were not available at the time the initial FY2017 Budget was approved. The contract negotiations were not completed until September 2016.

With the recommended adjustments, the initial net surplus of \$102,000 is adjusted to a net deficit of \$303,039. As noted above, the one-time VESP payment of \$630,000 is not recurring and had this payment which will be paid from the General Fund Reserves, not occurred, the FY2017 adjusted budget would have a surplus.



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



Stanley E. Jensen, Ph.D.
President

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BID AWARD

SUBJECT: Security Consulting Services
Request for Proposal #17998

The College administration requests a contract for the provision of professional and objective security consulting services to assess the Office of Campus Safety (OCS) at Henry Ford College. The impetus for this study comes from recent, nationwide incidents of violence occurring on college and school campuses and other public places. There have not been any recent internal findings, events or concerns at HFC. The consultant shall perform a comprehensive assessment of OCS and its ability to serve students, employees, and the public; create and sustain a safe and secure campus environment; protect individuals, groups, and property; and conduct its operations in a professional manner in accordance with the requirements of applicable laws and generally accepted practices and standards in higher education.

Following the assessment, the consultant shall assess the need for and viability of having an armed and/or sworn security force on campus. The consultant shall provide a written recommendation, with detailed justification, on whether the College should continue with an unarmed security force or move towards an armed or blended force. If the consultant concludes that HFC should continue with an unarmed force, the consultant shall provide written recommendations for improvements or enhancements to that force. If the consultant finds that HFC should move towards an armed or blended force, the consultant shall provide a report that includes: a) an assessment of HFC's current capacity for implementing and maintaining an armed or blended force; b) recommended options and implementation strategies for an armed or blended force; c) an analysis of risks, costs, and benefits of each option; and d) a recommendation for the best option to implement.

The College solicited proposals under RFP #17998. An evaluation committee, including staff from Campus Safety, Human Resources, Legal Services and Purchasing, reviewed and ranked the proposals. The results appear in the table below.

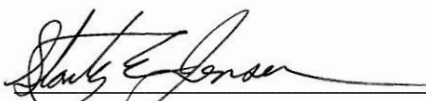
Consultant	Project Approach Max: 100	Vendor Qualifications Max: 100	Deductions: Exceptions & Deviations	Proposal Costs Max: 100	Maximum Not-to-Exceed Fixed Fee	Total Score Max: 300
D. Stafford & Associates	99	99	0	70	\$26,060.00	267
Security Risk Management	85	78	0	100	\$18,200.00	263
Recon Management	88	88	0	86	\$21,200.00	261
Margolis, Healy & Associates	96	98	- 4	62	\$29,300.00	252
Centerra Group						No Bid
Alvarez & Marsal						No Reply
Jerry Boles						No Reply

RECOMMENDATION:

The College administration recommends a contract award to D. Stafford & Associates for \$26,060.00 for Security Consulting Services in accordance with the specifications of RFP #17998.



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BID AWARD

SUBJECT: Intel Core i7 Computer Systems - Classroom
Sealed Bid #18132


The Director of Teaching and Learning Services requests a contract for the purchase of one hundred thirty-eight (138) Intel Core i7 Computer Systems with 21.5" LCD Displays and related components. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. Systems scheduled for upgrades include a classroom in the Liberal Arts Building (K-125), two computer labs in the Health Careers Education Center (G-125 and G-337), and two areas in the Library (Reference and Media Center). Most of the existing computers will be cascaded to replace older systems in other areas of the College. IT Services will salvage parts from any remaining computers. The Technology Investment Fund (TIF) provides 100% of the funding for this project.

The College solicited proposals under Sealed Bid #18132. The bid responses appear below.

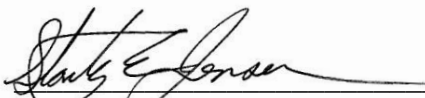
Access Interactive	\$126,649.50
Canton Computers	131,776.20
PCMG	182,458.08
Office Depot	No Bid
Gov Connection	No Reply
NVINT	No Reply
Sehi Computer Products	No Reply
Staples Business Advantage	No Reply
Zones	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Access Interactive for \$126,649.50 for the purchase of Intel Core i7 Computer Systems and related components in accordance with the specifications of Sealed Bid #18132.



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BID AWARD

SUBJECT: Cisco Catalyst Network Switches
Sealed Bid #18135

The Director of Teaching and Learning Services requests a contract for the purchase of fifteen (15) Cisco Catalyst 3650 Network Switches Model WS-C3650-48PS-L and related components. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. IT Services will install the network switches in nine different network closets located in seven different building on Main Campus in order to improve classroom computer speeds and performance. The Technology Investment Fund (TIF) provides 100% of the funding for this project.

The College solicited proposals under Sealed Bid #18135. The bid responses appear below.

Alliance Technology Solutions	\$53,968.03
Sentinel Technologies	55,395.00
PCMG	55,535.40
CDW-G	56,790.00
Office Depot	58,487.70
KLA Laboratories	58,590.00
Access Interactive	Disqualified
GovConnection	No Reply
Logicalis	No Reply
NVINT	No Reply

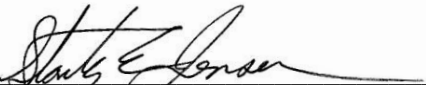
Note: The bid from Access Interactive failed to meet bid specifications.

RECOMMENDATION:

The College administration recommends a contract award to Alliance Technology Solutions for \$53,968.03 for the purchase of Cisco Catalyst Network Switches and related components in accordance with the specifications of Sealed Bid #18135.



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STAFF RECOMMENDATIONS

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

Retirement (A-6)

William Lodge, Office of Human Resources, Director, 1 ½ years of service, effective 12/1/16.

Other Severance (B-6)

Kevin Caruana, Facilities Associate, Facility Services, effective 1/10/17; REASON: Termination – Violation of Last Chance Agreement

Troy Gibson, Facilities Associate, Facility Services, effective 1/5/17; REASON: Termination – Failure to report to work.

Appointment (C-6)

Josephine Alawy, 4549 Walwit, Dearborn, 48124, ESL Instructor, Communications Division, \$62,079 (prorated), MA-Non-Career, Step 5, BA degree from The University of Michigan, Dearborn with a major language arts, MA degree from Eastern Michigan University with a major in TESOL. This is a temporary, full-time assignment for the Winter 2017 semester.

Raymond Pizzino, 7058 Lakeside Drive, Bellaire, 49615, Machine Tool Instructor, Instructional Technology Division, \$65,181 (prorated), MA-Career, Step 5, BA degree from Wayne State University with a major in industrial education, MA degree from The University of Michigan, Ann Arbor with a major in counseling. This is a temporary, full-time assignment for the Winter 2017 semester.

Carolyn Ramsey, 26461 Graham Road, Redford, 48239, ESL Instructor, Communications Division, \$62,079 (prorated), MA-Non-Career, Step 5, BA degree from The University of Michigan, Dearborn with a major in economics, MA degree from Madonna University with a major in TESOL. This is a temporary, full-time assignment for the Winter 2017 semester.

Jennifer Stewart, 3140 Minerva Street, Ferndale, 48220, Sign Language Instructor, Communications Division, \$62,079 (prorated), MA-Non-Career, Step 5, effective 1/3/17, BS degree from Siena Heights University with a major in American Sign Language Interpreting, MA degree with a major in special education with in a concentration on teaching deaf and hard of hearing students from Saint Joseph's University. This is a temporary, full-time assignment for the Winter 2017 semester.

Reappointment to Professional Staff (D-6)

James Anderson, Industrial Technology Division, Trades Instructor, effective 1/4/17;
REASON: Reappointment to temporary, full-time faculty for the Winter 2017 semester.

Glenn Wisniewski, Industrial Technology Division, Trades Instructor, effective 1/4/17;
REASON: Reappointment to temporary, full-time faculty for the Winter 2017 semester.

Express of Sympathy (E-6)

Deeva Darby, appointed 1/13/03, Part-Time Nursing Instructor, Health Sciences
Division, deceased 12/29/16.