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■ Henry Ford College  
Audit Presentation

FOR YEAR ENDED JUNE 30, 2014

# Henry Ford College - Net Position



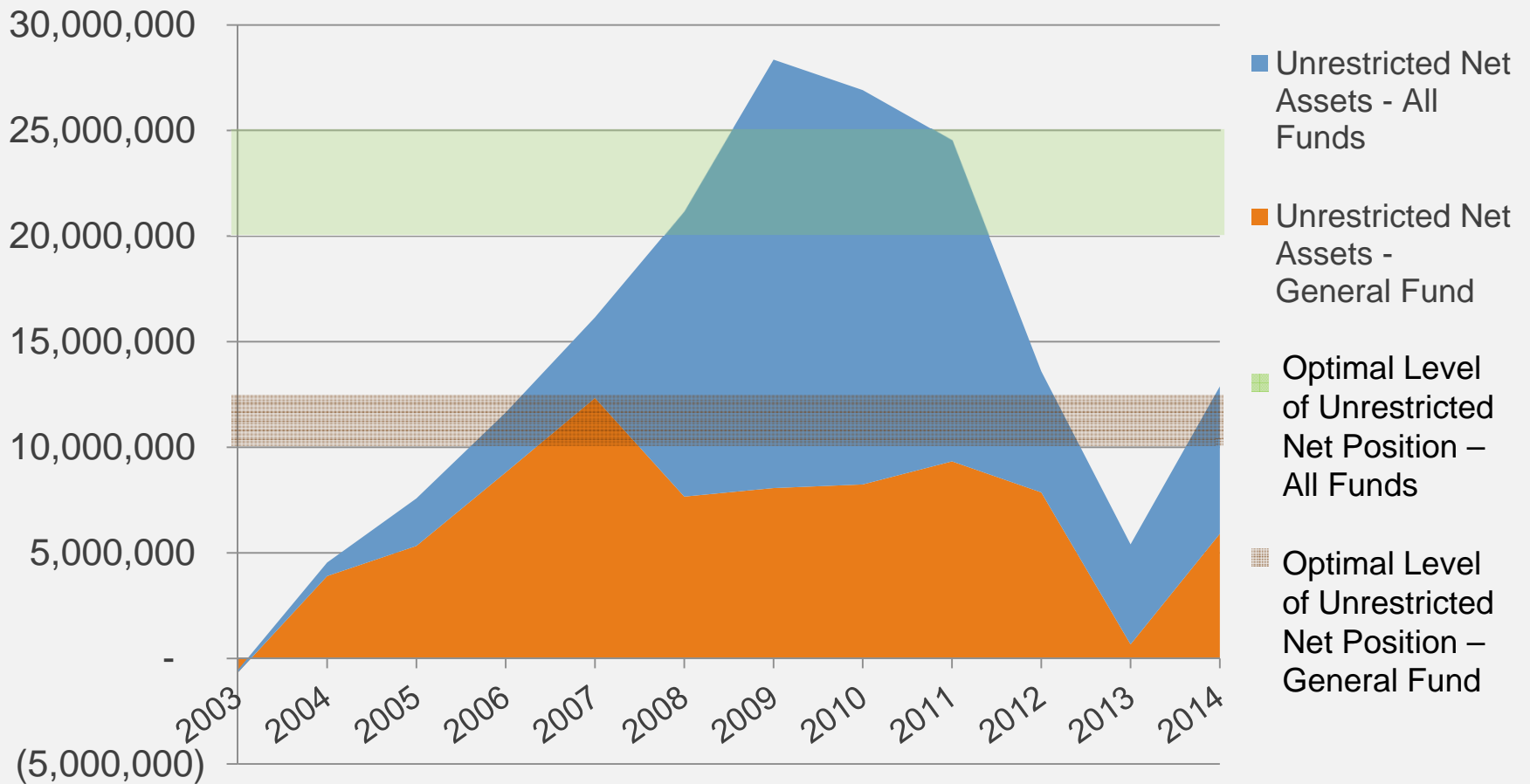
	June 30, 2014	June 30, 2013	June 30, 2012
<b>Net Investment in capital assets</b>	\$60,796,693	\$65,557,070	\$66,509,676
<b>Unrestricted:</b>			
<b>Designated for specific expenditures</b>	\$10,083,484	3,250,666	3,704,284
<b>Unrestricted and unallocated</b>	<u>\$2,800,354</u>	<u>2,151,005</u>	<u>9,663,919</u>
<b>Total net position</b>	<u>\$73,680,531</u>	<u>\$70,958,741</u>	<u>\$79,877,879</u>

# Henry Ford College - General Fund Net Position June 30, 2014

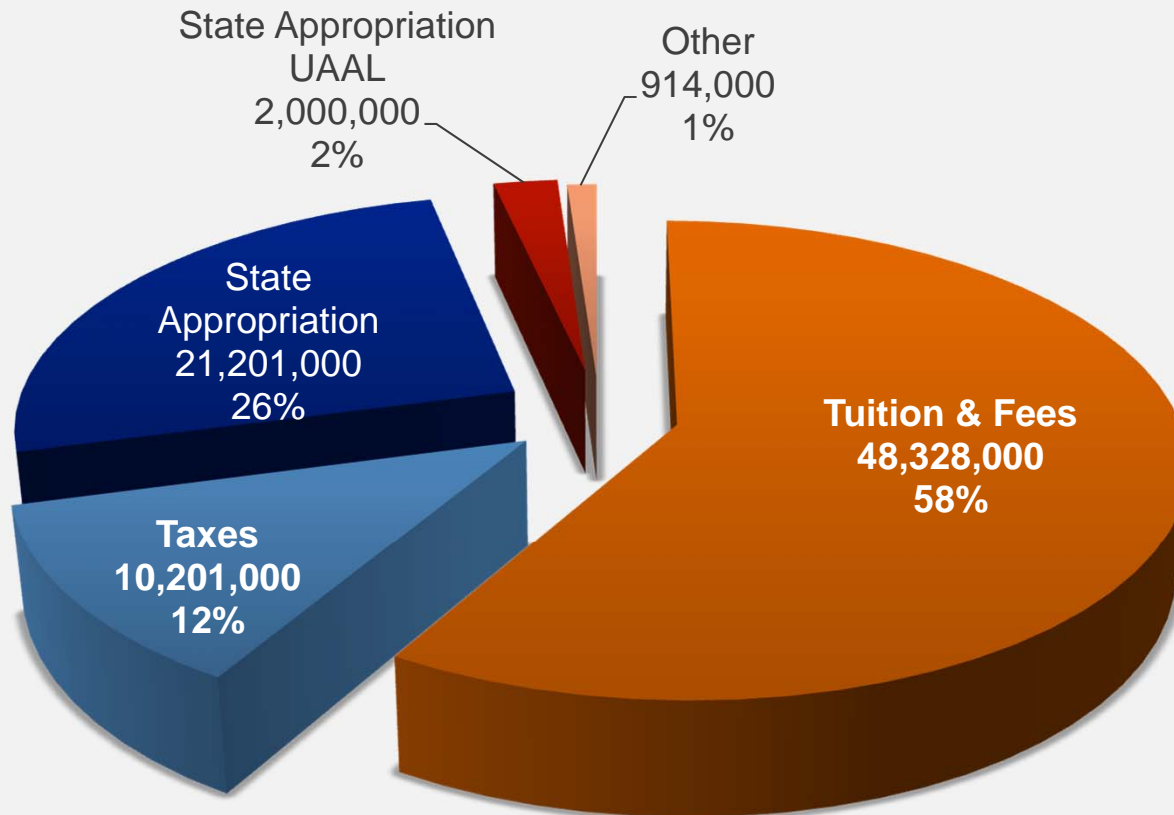


<b>General Fund Net Position June 30, 2013</b>	<b>\$655,000</b>
Total Revenue In '13 –'14	82,644,000
Total Expenditures and Net Transfers '13 –'14	<u>77,406,000</u>
Net increase In '13 –'14	<u>5,238,000</u>
<b>General Fund Net Position June 30, 2014</b>	<b><u>\$5,903,000</u></b>

# Henry Ford College Historical Unrestricted Net Position



# Henry Ford College General Fund Revenue Year Ended June 30, 2014

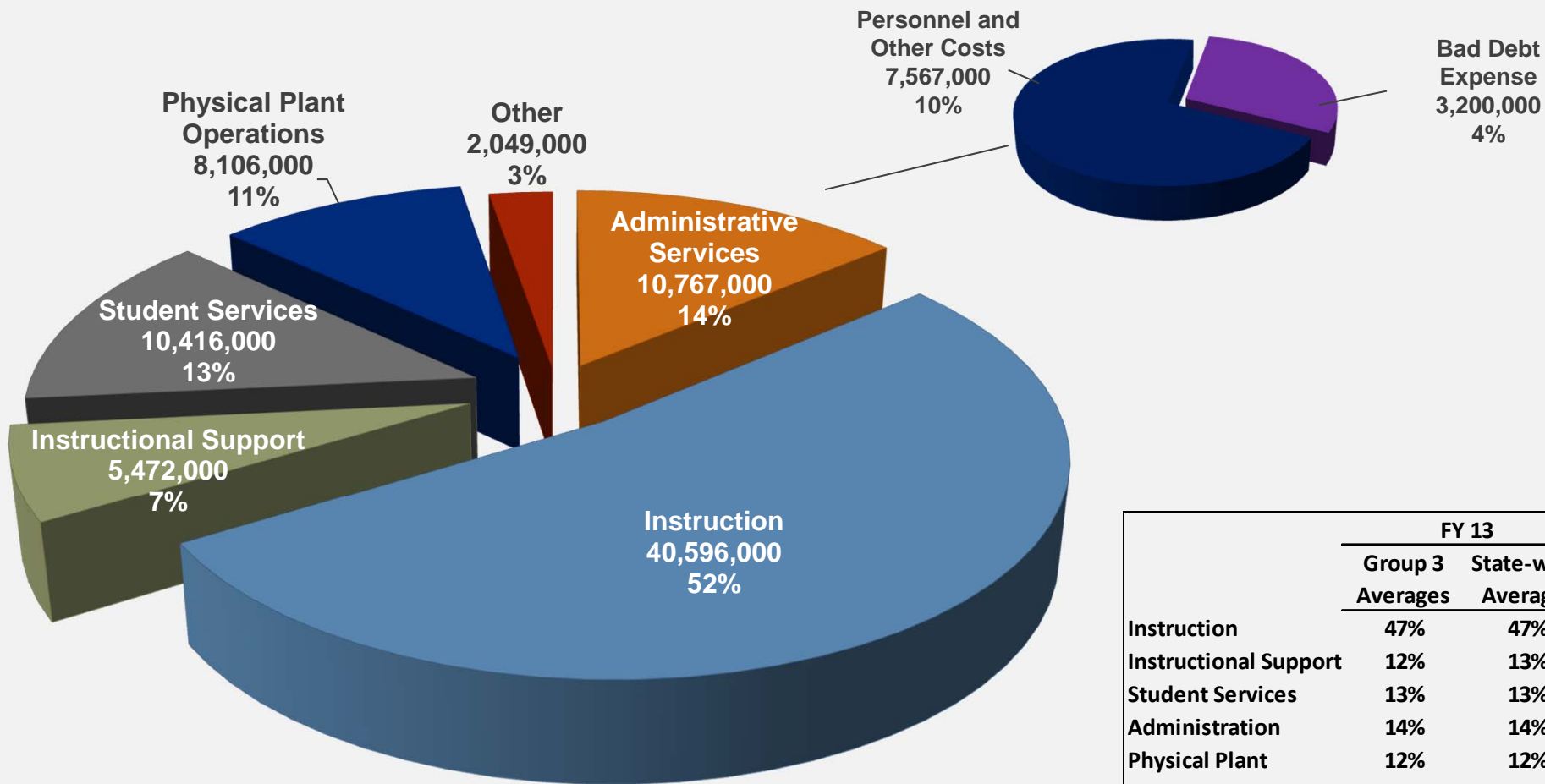


**Total Revenue: \$82,644,000**

	FY 2013 Group 3 Averages
Tuition & Fees	46%
Property Taxes	34%
State Appropriation	18%
Other	3%
	<b>100%</b>

Source: 2012-2013 Michigan CC.Net ACS Data

# Henry Ford College General Fund Expenditures - Year Ended June 30, 2014

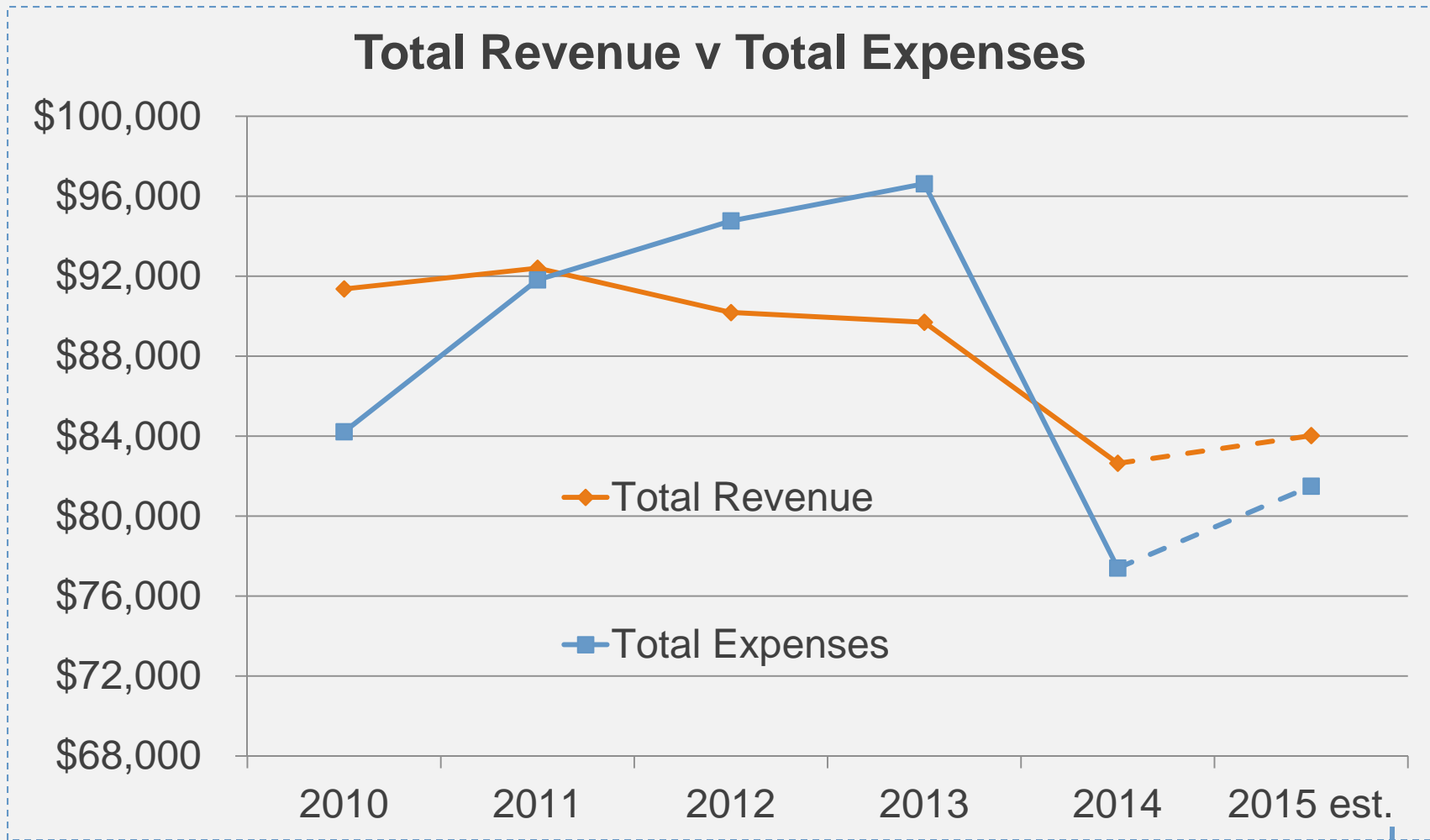


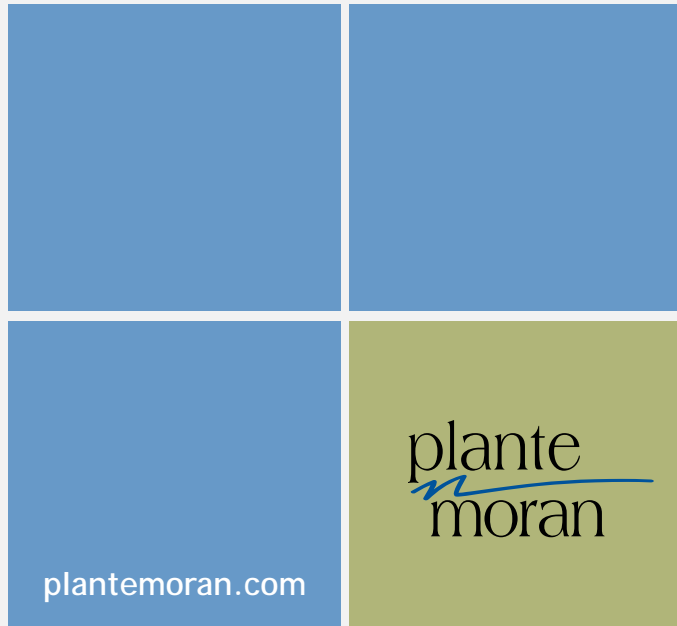
**Total Expenditures: \$77,406,000**

	FY 13	
	Group 3 Averages	State-wide Averages
Instruction	47%	47%
Instructional Support	12%	13%
Student Services	13%	13%
Administration	14%	14%
Physical Plant	12%	12%
Other	2%	1%
	<b>100%</b>	<b>100%</b>

Source: 2012-2013 Michigan CC.Net ACS Data

# Henry Ford College General Fund





■ *THANK YOU for the opportunity to serve as auditors for Henry Ford College.*

Contact: Michael Schrage, Partner      Dana Coomes, Senior Associate



**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

**SUBJECT:** Proposed Technology Investment Fund Projects

Listed below are summaries for two 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.

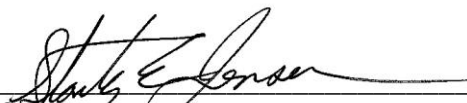
<b>Project Director Division/Department</b>	<b>Nature of Request</b>	<b>Approved Funding</b>
Sandro Silvestri Information Technology Services	Purchase of software and installation services required to upgrade the phone system and college network to provide increased level of service to the college community. (Infrastructure Fund)	\$115,000
Adam Cloutier Teaching & Learning Support Services	Purchase of data projectors, computers, a fiber-optics line, and related miscellaneous items to update the Media Center, Learning Lab, Fine Arts Building, and two Liberal Arts classrooms. (Technology Investment Fund)	\$67,160
	<b>Total Funds</b>	<b>\$182,160</b>

The Technology Investment Committee held an open meeting on September 26, 2014 to hear presentations from divisions/departments requesting funds. The committee recommended the two proposals for funding. The two projects have also been reviewed by College administration which offers its support. The total value of the two TIF projects for which the committee is recommending is \$182,160.

**RECOMMENDATION:**

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

  
\_\_\_\_\_  
John S. Satkowski, JD  
Vice President, Financial Services

  
\_\_\_\_\_  
Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

**SUBJECT:** Camp Henry – Summer Camps at Henry Ford College M-TEC

During summer 2014, Henry Ford College M-TEC presented Camp Henry, a series of three summer camps targeted toward middle and high school aged students. The camps had two main goals: 1) to spark the interest in STEM (science, technology, engineering and math) careers and 2) to build a pipeline for these programs at the College while providing a community service. Ms. Elizabeth (Libbie) Lamott Rutherford, Manager of Collegiate Partnerships, coordinated these efforts.

**What STEMs from Here?**

This camp was realized through a grant awarded to the College from the Nuts, Bolts & Thingamajigs Foundation in partnership with Kelly Services and the Jalen Rose Academy. Ten 16-17 year old students from the Jalen Rose Academy were on campus and at M-TEC July 7-11, 2014. Henry Ford College Industrial Technology instructors Mr. Roger Weekes and Mr. Troy Mariotti took the cohort through design and engineering fundamentals, manufacturing, robotics and entrepreneurship. The activities included field trips to the Ford Rouge Plant in Dearborn, MI and Clips and Clamps in Plymouth, MI.

**It's in the Genes: Unraveling DNA's Secrets**

Targeted to middle school aged girls, eighteen girls including four high-school mentors participated from July 29-31, 2014. Dr. Cheryl Garret and Ms. Christy Ward from HFC's Math and Science Division designed and delivered the curriculum which included work around the roles of DNA in genetics, health and disease, biotechnology and forensics. Lab and field work were highlights of the camp.

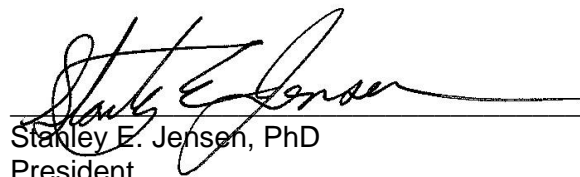
**Project Lead the Way (PLTW) Camp**

PLTW Camp was a partnership between Henry Ford College and Project Lead the Way. PLTW instructor, Jennifer Gleason of the Advanced Technology Academy in Dearborn, lead ten 9-13 year olds at M-TEC from August 11-15, 2014. This cohort participated in a rigorous STEM workshop including problem-solving challenges, the design process, computer-aided design, basic computer programming and robotics.



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Tracy Pierner, PhD, PE  
Vice President of Academic Affairs



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Stanley E. Jensen, PhD  
President

Lower Utilities  
**T**enurgy

Update on HFC savings opportunities

# Tenergy Service

## Utility Bill Analysis/Audit

- ▶ Natural Gas
- ▶ Electric
- ▶ Water/Sewer
- ▶ Local & Long Distance
- ▶ Internet Access (T 1's)
- ▶ Trash Removal/Environmental

# Current Savings Items

## AT&T

- ▶ Sales Tax Refund  
\$2,600 refund
- ▶ Long Distance Savings  
\$40,000 annual savings
- ▶ TDIS Connecting Services  
\$28,000 annual savings
- ▶ Educational Institution Rate  
\$27,000 annual savings
- ▶ Primary Educational Institution Rate  
\$17,000 credit

Total Estimated Annual Savings =

# AT&T Long Distance Dispute

HFC negotiated and contracted with AT&T for \$.025 per minute in July 2008. Actual rates paid from 2008 to 2014 range from \$0.43 to \$1.63 per minute. In January of 2014 Tenurgy identified the AT&T toll free long distance was not billing at the 2008 and 2012 (\$.025 per minute) contract rates.

- ➔ AT&T offered to correct the prior 6 bills to the contracted rate of \$0.025. The \$27,000 adjustment was sent with a release and settlement.
- ➔ HFC requested the \$27,000 without a release and settlement. AT&T agreed. This adjustment has not been received to date.
- ➔ Multiple discussions and meetings with AT&T followed. AT&T refused to correct more than 6 bills.
- ➔ Tenurgy submitted on HFC's behalf, complaints to the MPSC and the FCC in an effort to resolve.
- ➔ MPSC reported that AT&T made an offer of \$27,000 to resolve. HFC declined the offer and discussions continue.
- ➔ FCC reported that AT&T made an offer of \$27,000 to resolve and that HFC agreed to the offer. No agreement has been reached nor did HFC agree.

# Action Steps

## ▶ Formal Complaint

HFC can file a formal complaint with the FCC.

## ▶ Add AT&T services

HFC can add AT&T services in order for AT&T to justify a goodwill credit.

## ▶ Accept the 6 month adjustment

HFC can accept the 6 month adjustment. If this is the decision, HFC will have paid AT&T an estimated \$200,000 more than would have been paid under the 2008 & 2012 AT&T contracts.

## ▶ Litigation

HFC can file a civil suit against AT&T for breach of contract.

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**CONTRACT AWARD**


**SUBJECT:** Emergency Roof Repairs, Technology Building


The College administration requests a contract for the labor, materials, equipment and services necessary to provide emergency roof repairs to the Technology Building. A roof inspection of all College buildings conducted in September 2014 identified twelve roofs that need immediate patching and repair to mitigate water leaks until the roofs can be fully repaired or replaced. Most buildings needed relatively small amounts of work, ranging in cost from \$900 to \$17,000, and repairs have begun in advance of winter weather. The Technology Building has the largest roof on campus, measuring 128,895 sq.ft. Consequently, it requires the most repairs.

The cost of providing emergency and remedial repairs to the Technology Building roof totals \$42,750. The administration recommends taking immediate action to complete the repairs this fall and using the roofing contractor that has started repair work on the other roofs and replaced the ASCC roof in the fall of 2013. A sole source award to Royal Roofing Company is requested. Plant fund accounts will be used for this work.

**RECOMMENDATION:**

The College administration recommends the award of a contract to Royal Roofing Company, Inc. in the amount of \$42,750 to provide emergency roof repairs to the Technology Building, in accordance with Royal Roofing's quote dated September 15, 2014.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Stanley E. Jensen, PhD  
President



**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**CONTRACT AWARD**

**SUBJECT:** Steelcase Furniture, Liberal Arts Lobby

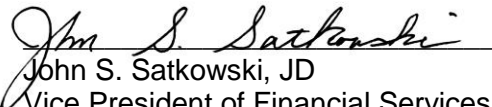
The College administration requests a contract for the purchase and installation of Steelcase furniture in the lobby of the Liberal Arts Building. This installation will help transform the southeast and southwest corners of the lobby into a student-friendly space for studying and collaboration. The two corners will be mirror images of each other and each will include floor-to-ceiling glass panel walls with electrical connections; a 48" x 96" conference table with seating for six persons; a soft seating area with three benches, five ottomans, and two 30" round tables; and a 23-foot long counter with seating and electrical connections for six computer users.

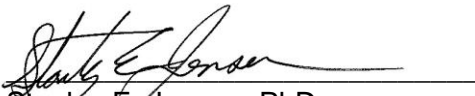
Steelcase is one of the College's standard furniture suppliers whose products are used throughout the campus due to their quality, reliability, warranty and long-term value. Steelcase offers the College exclusive educational discounts through contracts with the Educational & Institutional Cooperative Service. Steelcase has designated Lincoln Office Solutions as the local educational dealer to service the College's account. A sole source award is requested.

The discounted contract cost for all furniture, shipping and installation totals \$35,495.90. Plant fund accounts will be used for this purchase.

**RECOMMENDATION:**

The College administration recommends the award of a contract to Lincoln Office Solutions in the amount of \$35,495.90 for the purchase and installation of Steelcase furniture for the Liberal Arts Lobby, in accordance with Quote #8751 dated October 3, 2014.

  
John S. Satkowski, JD  
Vice President of Financial Services

  
Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** F5 Load Balancing Local Traffic Manager  
Sealed Bid #15423


The Executive Director of Information Technology Services requests a contract for the purchase and installation of a Load Balancing Local Traffic Manager (LTM), Model 2000S, by F5 Networks, Inc. The College maintains many redundant, mission critical systems so that its computer and communications network remain available in the event of a network or single system failure. If there is a failure, IT Services must make changes manually in order to have one system take over for another. These manual changes can take hours to complete and go into effect. The LTM switch handles load balancing of multiple systems simultaneously and automatically. Instead of having primary and standby servers, all servers are active and the LTM distributes traffic between the active servers. During usage, traffic is balanced between multiple systems increasing access speed and web application performance. The LTM can also provide zero down time for critical web applications, since a failure to any one system would automatically distribute traffic to the other active server with no manual intervention required.


Sentinel Technologies is F5 Networks' preferred reseller in this area; however, in an attempt to test the market, bids were solicited from other potential dealers under Sealed Bid #15423. The bid results are tabulated below:

Sentinel Technologies	\$ 52,675
AT&T Global Services	No Reply
Dell Marketing	No Reply
Dimension Data	No Reply
En Pointe Technologies	No Reply
Enertron	No Reply
F5 Networks	No Reply
Hewlett-Packard	No Reply
Howard Technology Solutions	No Reply
KLA Laboratories	No Reply
Milestone Systems	No Reply
Systime Inc	No Reply

**RECOMMENDATION:**

The College administration recommends the award of a contract to Sentinel Technologies, Inc. in the amount of \$52,675 for the purchase and installation of an F5 Networks Load Balancing Local Traffic Manager, in accordance with the specifications of Sealed Bid #15423.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Stanley E. Jensen, PhD  
President

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**BID AWARD**

**SUBJECT:** LTC Data Center Generator Addition Project  
Sealed Bid #15490


The College administration requests a contract for the labor, materials, equipment and services necessary to add a new emergency generator for the Data Center located in the Learning Technology Center. The emergency generator is an integral part of the project to convert the primary electrical service on the north electrical loop of the Main Campus from 4.8kV to 13.2kV. The administration and project engineers recommend accepting Alternate #1 that provides an automatic transfer switch and remote annunciator system for the proper operation of the generator. Plant fund accounts will be used for this work.


Bids were solicited under Sealed Bid #15490. The project design team reviewed the bid results and recommended an award to the low, qualified bidder. The bid results are tabulated below:

<b>Firm</b>	<b>Base Bid</b>	<b>Alternate #1</b>	<b>Total Bid</b>
R Simon Electric	157,940	29,000	\$ 186,940
Ferndale Electric	158,000	38,000	196,000
J Rank Electric	182,531	27,644	210,175
Conti Corporation			No Bid
Hatzel & Beuhler			No Bid
Industrial Electric			No Bid
J & J Electric			No Bid
Bayview Electric			No Reply
Center Line Electric			No Reply
Motor City Electric			No Reply
Rauhorn Electric			No Reply

**RECOMMENDATION:**

The College administration recommends the award of a contract to R Simon Electric LLC in the amount of \$186,940 for the LTC Data Center Generator Addition Project, in accordance with the specifications of Sealed Bid #15490.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Stanley E. Jensen, PhD  
President

## **STAFF RECOMMENDATIONS**

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

### Resignation (A-4)

Margaret Meeker, appointed 7/21/14, Registration and Records, Records Associate III, submitted 10/6/14, effective 10/10/14.

Elexa Riggins, appointed 9/15/14, Skylight Café, Food Service Associate, submitted 10/9/14, effective 10/9/14.

### Retirement (B-4)

Anthony Greco, Engineer B, Facility Services, 33.5 years of service, effective 10/31/14.

Ikram Khaled, Academic Affairs Assistant, Industrial Technology, 13 years of service, effective 11/14/14.

### Other Severance (C-4)

Joel Milinsky, Implementation Facilitator, Industrial Technology, effective 10/15/14; REASON: Non-renewal of assignment.

### Appointment (D-4)

Heather Mitchell, 657 Fairfield Street, Ferndale, 48220, Library Associate II (Part-Time), Library, \$15.99 per hour, Step 4, effective 10/20/14, 12 Months.

Taryn Ross Solomon, 14905 Westwood Street, Detroit, 48223, Financial Aid Associate, Financial Aid, \$17.24 per hour, Step 3, effective 10/6/14, 12 Months.

### Return from Leave of Absence (E-4)

Adnan Saleh, Facility Services, Custodian, effective 11/1/14, \$18.08 per hour, \$0.65 longevity, total \$18.73 per hour, Step 10; REASON: Returning from a General Purpose Leave.

### Change in Classification (F-4)

Leon Perez, from Custodial Leader, Facility Services, to Custodian, Facility Services, effective 9/17/14, \$16.71 per hour, \$0.25 longevity, total \$16.96 per hour, Step 8, 12 Months.