

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

**SUBJECT:** Enrollment Marketing and Recruitment

According to the July 2015 Environmental Scan for Henry Ford College, “the population of the HFC Region has decreased by over 9% since 2001, falling more than the state of Michigan (-1%).” They add that, “over the next ten years, the population decline in the HFC Region is projected to slow, decreasing by only an additional 2% between 2015 and 2024.” The decreasing population along with the increasing competition from two- and four-year colleges and universities offering online programs or satellite campuses compound the future outlook for enrollment at Henry Ford College.

Overall College enrollment may have been predicted to decrease steadily over the past ten years due to the declining population. However, the recession of 2008 sent many new students unable to join the workforce or recently the recently unemployed back to College in national record numbers. That was certainly true for Henry Ford College as enrollments grew from 12,521 in 2005 to a record high of 18,525 in 2010. Since that time, enrollment has been declining steadily making a significant drop in 2013 when new registration and payment policies were implemented.

Where the college has traditionally enrolled around 70-72% of their enrollment from students coming from outside the district (and paying out-of-district tuition), the current trend indicates that there is an increasing proportion of students who come from within the district. This indicates a positive in that the College continues to serve our Dearborn community but aids in compounding the tuition revenues already declining due to lower enrollment. Now we are experiencing lower enrollment along with fewer students being assessed out-of-district tuition.

Enrollment is impacted by: academic programs; marketing; recruitment and personal outreach; customer service and enrollment processing; academic advising and new student onboarding; and retention issues that determine whether or not students return for another semester. Many initiatives are being explored and implemented in efforts to increase enrollment.

Overall College marketing employs a variety of strategies that include billboards, increased advertising through radio, television, social media and other modes. These strategies have yielded positive results with new student applications being up by 8-10% each term.

Recruitment is a process that takes approximately twelve months to produce an incoming student class. The admissions and recruitment staff review enrollment and environmental trends along with other institutional data when developing the College’s recruitment plan. The plan serves as a guide to focus all recruitment activities for the year. Markets considered in this plan are those identified in the College’s mission or strategic plan. Admissions and recruitment work closely with the marketing team who provide expertise on the best methods by which to attract certain target groups and implement marketing strategies that align with recruitment goals.

A calendar is used to identify where recruiters are visiting and who will be invited to campus. Visits include those to local high schools, annual community events, career fairs, churches, chamber events, work force development centers and company fairs. The admissions team provides on-campus programming and tours that are generalized and academic or other program focused. Over the past twelve months, 480 campus tours and off-site visits have taken place.

Major events are developed in order to offer special attention and added resources to attract target groups to the college. Major events this academic year included:

- Engineering and Technology Information Night.
- Henry Ford II Honors Program Experience
- Discover Day
- Dearborn Women's Expo
- Dearborn Chamber Event
- Dearborn's Farmer's Market
- Dearborn Public Schools' Support Staff Union Trunk or Treat
- Education Partners Breakfast

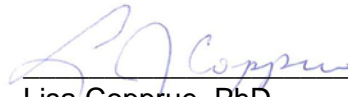
In April and November, recruiter efforts are divided between new recruitment and current prospect outreach. The new Enrollment Council (Enrollment Services, Institutional Research, Marketing and Effectiveness, Financial Aid and Academic Affairs meets biweekly to review the current enrollment, implement short term strategies to maximize prospective student enrollment and to entice "suspects" to apply.

Although new student enrollment is up overall enrollment has dropped. This points to retention concerns. Recommendations have been made to address this issue and projects are underway. A presentation will be delivered to the Board in January regarding Retention, Student Success and Guided Pathways.



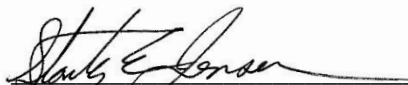
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Becky J. Chadwick  
Vice President of Information, Marketing and Effectiveness



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Lisa Copprue, PhD  
Vice President of Student Affairs



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Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** Talent Management Software  
Request for Proposal #15976R

The Director of Human Resources requests a contract for Talent Management Software, associated support and implementation services. This request flows from the recommendations contained in the Employee Development Team report from the Fall 2014 Continuous Process Improvement projects. The Talent Management suite of software consists of three modules that will be utilized by Human Resources, applicants, hiring managers, new hires and current employees for talent recruiting, employee training and development, and performance management. HFC currently uses a recruitment module only. While the present system allows the Human Resources staff to streamline the hiring function, the current software package lacks several fundamental functionality traits expected within a strong HR software package. The new Talent Management Software Suite will: save time and resources by streamlining practices and taking advantage of web-based rather than pen and paper based practices; improve the relationship between the College and its employees by improving timely responses to their needs; create an atmosphere of professionalism by utilizing technology; and integrate more fully with the College's ERP system - Ellucian Colleague.

The Recruiting module will enable HR and hiring departments to: collect, screen, and distribute faculty, administrative, staff, and student employment applications electronically; create, update, and retain position descriptions on-line; initiate, approve, and track job requisitions; and provide timely notifications to job applicants, hiring managers, and on-boarding departments such as Campus Safety, IT Services, and Payroll. The Training and Development module shall provide: on-line training modules for new and current employees; a single database for all trainings and certifications; the ability for employees to self-register, access various training programs, take exams, track completed training, receive certificates of completion, and re-certify as needed; and the capability to identify where compliance is at risk and set up automatic reminders for required training. The Performance Management Module shall provide: a library of appraisal templates; the capability to customize appraisal templates or create and amend appraisal forms; the capability for on-line completion of self-appraisal and appraisal forms by both employees and managers; the capability to archive historical appraisals; and the capability for configurable workflows, email reminders, and progress reports to help employees and managers meet appraisal time lines.

Proposals were solicited under RFP #15976R. An evaluation committee, including staff from Human Resources, IT Services, and Purchasing, reviewed and ranked the proposals received. The results are shown in the table below. The recommended vendor, Ellucian has provided the College's Colleague ERP system since 2000 and has partnered with Cornerstone OnDemand to provide Talent Management software solutions since 2011. More than 2400 Ellucian clients around the world use this software suite. Ellucian submitted the highest ranked proposal for the qualitative factors and offered the lowest cost for software annual software licensing and support. Ellucian's implementation costs were highest but they offered the greatest depth and breadth of services which greatly increases the likely success of the implementation. First year expenses would total \$130,000. The pay back for implementation costs is short. Ellucian's guarantees its pricing for software licensing and support at the proposed rates for 3 years and for five years if a contract is signed by the end of 2015.

The following firms were invited to participate in RFP 15976R but did not submit proposals:

SilkRoad	No Bid
CFactor Works	No Reply
GNC Consulting	No Reply
HireTouch	No Reply
Infor	No Reply

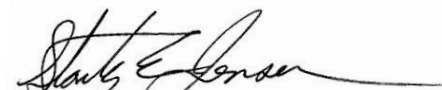
Proposals were received, reviewed and ranked from the following firms:

RFP #15976R for Talent Management Software PROPOSAL RANKING SUMMARY			
Evaluation Scores	Ellucian	Halogen	PeopleAdmin
Software Features, Maximum Points: 300	295	242	205
Implementation and Support, Maximum Points: 250	245	200	191
Vendor Profile, Maximum Points: 200	198	185	140
Cost Proposal Score, Maximum Points: 250	250	109	198
<b>Total Proposal Score,</b> Maximum Points: 1000	<b>988</b>	<b>736</b>	<b>734</b>
Costs:	Ellucian	Halogen	PeopleAdmin
Software: Recruiting	\$15,000.00	\$27,282.50	\$34,864.92
Software: Training	\$18,000.00 includes \$6750 for courseware	\$18,829.00	NA
Software: Perform Management	\$11,250.00	\$37,076.00	\$13,204.80
Annual Integration Fees	NA	NA	\$2,120.00
<b>Total Software Cost for Year 1</b>	<b>\$44,250.00</b>	<b>\$83,187.50</b>	<b>\$50,189.72</b> lacks Training module
<b>Total Software Cost for Years 1-3</b>	<b>\$132,750.00</b>	<b>\$249,562.50</b>	\$158,646.07 lacks Training module
Implementation Costs (one-time)	\$85,750.00	\$35,640.00	\$16,762.50
<b>Grand Total for Years 1-3</b>	<b>\$218,500.00</b>	<b>\$285,202.50</b>	\$175,408.57 lacks Training module

**RECOMMENDATION:**

The College administration recommends the award of a contract to Ellucian, Inc. in the amount of \$130,000 for Talent Management Software, in accordance with the specifications of RFP #15976R.

  
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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**

**BID AWARD**

**SUBJECT:** Skilled Trades Renovations – Package #2  
Sealed Bid #16960

The Chief Information Officer/Director of Facility Services requests a contract for the labor, materials, equipment and services necessary for the Skilled Trades Renovations – Package #2 project in the Technology Building. The work in this project includes: renovation and expansion of Engine and Chassis Dynamometer Labs for Automotive Technology; renovations to the Machine Tool and CNC Labs for the Center for Innovative Manufacturing Education; and renovations in Electronics, Robotics, and Instrumentation Labs for Electronics Technology. This is the second phase of an expected set of three bid packages required for this project. The first package was awarded in November 2015 and work has begun. The third package, if needed, would be awarded in February 2016. Funds for this project are part of the College match required for the grant from the Michigan Community College Skilled Trades Equipment Fund.

Bids were solicited under Sealed Bid #16960. The bid was structured so that the base amount included all desired elements of the project and a set of five alternates allowed the option of deleting or revising certain elements to lower project cost and stay within budget. Four of the alternates will be taken. The bid results are tabulated below:

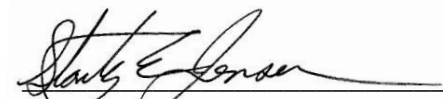
<u>Firm</u>	<u>Base Bid</u>	<u>Deducts</u>	<u>Total</u>
Bernco	913,000.00	85,588.00	\$ 827,412.00
Braun Construction	954,000.00	67,500.00	886,500.00
Brencl Contractors	988,000.00	77,000.00	911,000.00
Cross Renovation	974,577.00	23,450.00	951,127.00
Elgin Builders	994,000.00	51,000.00	943,000.00
Envision Builders	969,500.00	73,000.00	896,500.00
Kasco	960,000.00	45,100.00	914,900.00
LaSalle Group	1,181,000.00	96,000.00	1,085,000.00
Aristeo			No Bid
JCW Construction			No Bid
Toolles Contracting Group			No Bid
Commercial Contracting			No Reply
DeMaria Building			No Reply
JS Vig Construction			No Reply
Spence Brothers			No Reply
W-3 Construction			No Reply
Walsh Construction			No Reply

The project design team reviewed the bid results and recommended an award to the low, qualified bidder. A post bid addendum was issued resulting in additional deductions of \$42,360, which lowered the contract price to a total of \$785,052.

**RECOMMENDATION:**

The College administration recommends the award of a contract to Bernco, Inc. in the amount of \$785,052 for the Skilled Trades Renovations – Package #2 project, in accordance with the specifications of Sealed Bid #16960.

  
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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  
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**BID AWARD**

**SUBJECT:** Surgical Tables and Lights  
Sealed Bid #17008

The faculty of the Health Sciences Division requests a contract for the purchase of two (2) Refurbished Amsco 3080RC Surgical Tables with armboards and stirrups and two (2) Ceiling Mounted Surgery Lights. This equipment will be used by students in the Surgical Technologist program, allowing them gain experience and training on advanced technology currently used in the healthcare industry. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

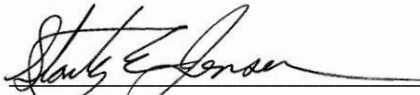
Bids were solicited under Sealed Bid #17008. The bid results are tabulated below:

Medline Industries	\$ 34,595.58
Venture Medical Equipment	39,086.00
Steris Corporation	42,382.88
Krasiy's Medical & Surgical	No Bid
DRE Inc.	No Reply
McKesson General Medical	No Reply
Owens & Minor	No Reply
World Medical Equipment	No Reply

**RECOMMENDATION:**

The College administration recommends the award of a contract to Medline Industries in the amount of \$34,595.58 for Surgical Tables and Lights, in accordance with the specifications of Sealed Bid #17008.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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President

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**BID AWARD**

**SUBJECT:** Getac F110 Rugged Tablet Computers  
Sealed Bid #17030

The faculty of the Technology Division request a contract for the purchase of fourteen (14) Getac F110 Rugged Tablet Computers. These computers will be used by students in the Automotive Technology Program while performing assignments in the Auto Lab. The rugged computers are engineered to withstand drops, spills, dust and grime, and to perform in harsh environments. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

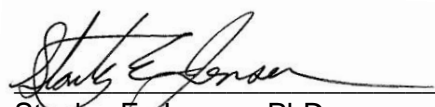
Bids were solicited under Sealed Bid #17030. The bid results are tabulated below:

MobileTEK Consulting	\$ 33,796.00
Group Mobile	39,960.00
Tough Rugged Laptops	42,111.04
Tech Depot	No Bid
CDW-G	No Reply
Direct Technology Group	No Reply
Getac USA	No Reply
KLA Laboratories	No Reply
PC Mall Gov	No Reply

**RECOMMENDATION:**

The College administration recommends the award of a contract to MobileTEK Consulting in the amount of \$33,796.00 for the purchase of Getac F110 Rugged Tablet Computers, in accordance with the specifications of Sealed Bid #17030.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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**BID AWARD**

**SUBJECT:** Intel Core i7 Computer Systems, Computer Information Systems and Nursing  
Sealed Bid #17064

The faculty of the Business and Computer Technology Division and Health Sciences Division requests a contract for the purchase of ninety-three (93) Intel Core i7 Computer Systems with 19" LCD Displays for student use in classrooms and labs. The Computer Information Systems program requests 25 systems with 32GB RAM for use in the Technology Building, Room E-193, and 25 systems with 16GB RAM for use in Room E-237. The Nursing program requests 43 systems with 8GB RAM for use in the School of Nursing computer lab. The new computers will replace older models in these locations. Existing computers will be cascaded to replace older systems in other areas of the College and some older systems will be salvaged for parts. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

Bids were solicited under Sealed Bid #17064. The bid results are tabulated below:

	<u>Nursing: (43)</u> <u>8GB Systems</u>	<u>CIS: (25)</u> <u>16GB Systems</u>	<u>CIS: (25)</u> <u>32GB Systems</u>	<u>Total Bid</u>
Access Interactive	\$ 39,775.00	\$ 24,975.00	\$ 27,975.00	\$ 92,725.00
Canton Computers	41,449.85	24,698.75	26,575.00	92,723.60
Sehi Computer	45,193.00	30,150.00	35,700.00	111,043.00
Active Solutions Group				No Reply
Governor Solutions				No Reply
JEM Tech Group				No Reply
KLA Laboratories				No Reply
NovaStar Solutions				No Reply
Sirius Computer				No Reply
Y&S Technologies				No Reply

As the lowest cost option for purchasing these systems, the College administration recommends splitting the award to Access interactive for the 43 computers requested by Nursing and to Canton Computers for the 50 computers requested by Computer Information Systems. The bidders have agreed to this proposed award.

**RECOMMENDATION:**

The College administration recommends the award of two contracts: one to Access Interactive in the amount of \$39,775.00 for the purchase of 43 Intel Core i7 Computer Systems for Nursing and another to Canton Computers in the amount of \$51,273.75 for the purchase of 50 Intel Core i7 Computer Systems for Computer Information Systems, in accordance with the specifications of Sealed Bid #17064.

*John S. Satkowski*

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John S. Satkowski, JD  
Vice President of Financial Services

*Stanley E. Jensen*

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Stanley E. Jensen, PhD  
President

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**BID AWARD**

**SUBJECT:** Cisco Networking Equipment, Computer Information Systems  
Sealed Bid #17079

The faculty of the Business and Computer Technology Division requests a contract for the purchase of various Cisco routers and switches for student use in the Computer Information Systems networking lab. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

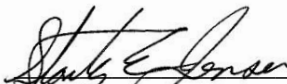
Bids were solicited under Sealed Bid #17079. The bid results are tabulated below:

KLA Laboratories	\$ 29,454.00
Sentinel Technologies	30,222.00
Anixter	No Reply
Dyntek Services	No Reply
Inacomp Technical Services	No Reply
Logicalis	No Reply
Netarx	No Reply
Sirius Computer Solutions	No Reply
Telecom Technologies	No Reply

**RECOMMENDATION:**

The College administration recommends the award of a contract to KLA Laboratories, Inc. in the amount of \$29,454.00 for the purchase of Cisco Networking Equipment, in accordance with the specifications of Sealed Bid #17079.

  
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John S. Satkowski, JD  
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**CONTRACT AWARD**

**SUBJECT:** IngMar RespiSim System

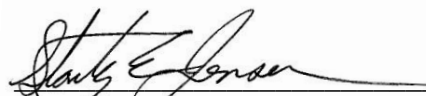
The faculty of the Health Sciences Division request a contract for the purchase of one (1) IngMar RespiSim System. This equipment will be used by students in the Respiratory Therapist program. The RespiSim system is an integrated ventilator management training system that includes a breathing simulator and software with over 35 patient simulations; a patient manikin for airway management, intubation, and CPR skills; advanced auscultation skills to diagnose lung, heart, and bowel sounds; and a curriculum package that describes and demonstrates various concepts of mechanical ventilation. IngMar Medical, Ltd. is the manufacturer and sole distributor of the RespiSim System in the United States. A sole source award is requested.

The cost of the IngMar RespiSim System including shipping, installation, and training totals \$43,753. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

**RECOMMENDATION:**

The College administration recommends the award of a contract to IngMar Medical, Ltd in the amount of \$43,753 for the purchase of an IngMar RespiSim System, in accordance with IngMar Medical quote dated November 30, 2015.

  
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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  
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**CONTRACT AWARD**

**SUBJECT:** HP Managed Print Services

The College administration requests a contract for HP (fka Hewlett-Packard) Managed Print Services (MPS) to cover the current and future inventory of computer-based laser, inkjet, and multifunction printers at all campus locations. HP MPS is a service that encompasses all stages of the print and imaging lifecycle, including assessment, procurement, implementation, device and supplies management and workflow automation.

Currently, printers of various age, make and model exist on the administrative and academic networks, increasing operational overhead. Old printers with high operational costs remain in service which could be replaced cost effectively with new machines. In some areas, the printer inventory is out of balance, with some printers underutilized and others overworked. Many different types of toner cartridges need to be ordered and stocked - expired inventories sit in storage, even after the printer has been retired. Internal costs related to requisitioning, ordering, receiving, and paying for frequent toner orders from various departments add to overall print expenses. The College can gain efficiencies and lower the total cost of printing with a better view of the overall infrastructure and its true costs.

Implementing HP MPS, provides the College with the following benefits: the opportunity to better allocate and balance networked devices; greater clarity into device usage and costs to improve equipment deployment decisions; reductions in cost of ad hoc supplies purchases and excess inventory through automatic replenishment; establishment of a process for site-specific cost/benefit analysis to recommend replacement of equipment; detailed data of devices and supplies used at each site; reduction of unexpected repair and maintenance costs; reduced burden on IT staff so they can focus on business-critical projects; and improved service to students and staff. The HP MPS agreement lowers the cost of consumable toner, supplies, and parts and provides genuine HP-branded parts with a 2-year warranty; eliminates the need for HFC departments and finance staff to process requisitions, orders, and invoices for printer supplies – parts can be automatically ordered from HP when the component reaches a low-level threshold; provides discounts of 7.55% to 15% off HP's standard net distributor price for new equipment purchases; and provides onsite repair services with a 4-hour response time by HP authorized service technicians - preventive maintenance tasks are performed for all printers in the area each time a technician is onsite. The program also includes a Customer Business Review process to address ongoing, active management of the College's print environment. Every 3 to 6 months, an HP account manager will review utilization and trending reports with the College and make recommendations for relocating devices to achieve greater utilization, as well as retiring or refreshing printers to lower HFC's overall costs of printing.

Beginning in August 2015, HP representatives worked with the College's IT Services, Finance and Purchasing staff to complete both a Needs and a Print Environment Assessment. The Needs Assessment helped identify print needs that could be addressed by a Managed Print Services offering. The Print Environment Assessment identified and documented HFC's current print fleet. As part of a baseline cost assessment, HP used the College's actual cost data for supplies and service to calculate anticipated cost savings. By implementing the HP MPS program, the College expects to save \$3,967 per month or \$238,048 over the 60-month

agreement (savings of 33%) on hard costs which include toner cartridges, replacement maintenance kits and fuser units, and anticipated repairs. When internal costs of IT support, invoice processing, and toner management (ordering, stocking, installing, and disposing of toner cartridges) are added, the total net cost savings for HFC could exceed \$5,200 per month or \$312,000 over 60 months.

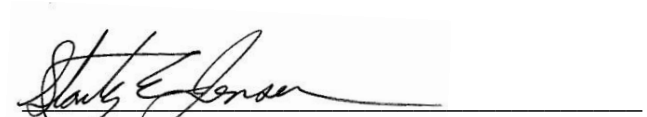
Under the program, HP invoices quarterly for service, supplies, and support on an all-inclusive, cost-per-page basis, with no minimums or overage charges. Invoices provide usage and cost details for each printer and can be grouped by department for allocating costs. The College only pays for pages printed. Costs are based on a single black and/or color page rate per printer engine. The HP MPS agreement is governed by the terms and conditions of a national, competitively bid contract issued through the Educational & Institutional Cooperative Service (E&I). Over 420 educational institutions across the country use the E&I contract for HP Managed Print Services. A sole source award is requested.

Currently, the College's total cost to operate and support 241 networked printers is over \$13,250 per month. The estimated cost to cover those printers under the HP Managed Print Services contract totals \$8,050 per month, for a savings of \$5,200 per month.

**RECOMMENDATION:**

The College administration recommends the award of a contract to HP, Inc. in the amount of \$8,050 per month for a 60-month agreement for Managed Print Services, in accordance with Quote #0815.07 dated October 2, 2015.

  
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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  
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**CONTRACT AWARD**

**SUBJECT:** Enterprise Session Initiation Protocol Services

The College administration requests a contract for Enterprise Session Initiation Protocol Services for voice, data and video communications. Over the past few years, changes in technology and advances in collaborative services have changed the demand for voice, data, and video communications. Relying on traditional telephone switches and wired transmission lines no longer meets the needs of users who require communication and collaboration tools such as voice, video, instant messaging, hosted conferencing services, mobile smart phone integration into voice and data networks, and virtual desktop technologies. Traditional telephone networks were not designed to support these new services. To address this problem, service providers are offering real-time communications services for voice, data and video communication delivered through broadband, internet services based on a network protocol technology referred to as Session Initiation Protocol (SIP). SIP is now the principal technology for distributing real-time communications over IP networks (internet).

Advantages of moving to a SIP network include: significantly lower costs for SIP trunks and toll-free and long distance calls compared to traditional analog circuits; lower costs for equipment, installation, and administration of the communication system; ability to automatically reroute calls to other locations and extensions in the event of a power outage or emergency; ability to re-route outbound calls to a different internet provider if service issues (such as a severed cable) disables a network; greater scalability - the College could easily add lines during peak activity, such as fall and winter registration period, and reduce the number of lines in periods of low demand.

The College used two consultants for telecom and utility expense management, Tenurgy and Utility Telcom, to help identify qualified, low cost providers of SIP trunks and services. The consultants identified two firms that offered the Enterprise SIP services technology best suited for the College and compared pricing to the current telecommunications provider AT&T in order to determine potential savings of moving to SIP trunks. Using cost proposals from the two firms, the consultants compared their costs to actual invoices from AT&T in May 2015 for local and long distance charges. The results of their cost comparisons are shown below.

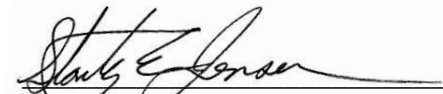
May 2015	AT&T	Comcast	Volli Communications
Total Charges for Local, Long Distance, and Internet Service	\$8,186.13	\$3,646.10	\$3,606.00
Monthly Savings		\$4,540.03	\$4,580.13
Annual Savings		\$54,480.41	\$54,961.61

The consultants recommended Volli Communications due to their greater experience in providing SIP trunks and services compared to Comcast, as well as their slight cost advantage. The Executive Director of Information Technology Services concurred with their recommendation.

**RECOMMENDATION:**

The College administration recommends the approval of a 36-month contract to Volli Communications, Inc. in the amount of \$1,100 per month to provide Enterprise Session Initiation Protocol Services (100 SIP trunks), in accordance with the Volli Communications agreement dated July 1, 2015.

  
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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:

### Retirement (A-6)

Delores Cecile, Facility Services, Custodian, 18.5 years of service, effective 9/9/15.

### Leave of Absence (B-6)

Kevin Trovini, appointed 8/24/04, English Instructor, Communications Division, submitted 8/13/15; REASON: Sabbatical Leave of Absence for the winter 2016 semester.

### Appointment (C-6)

Tina Adkins, 13346 Mark, Southgate, 48195, Nursing Instructor, Health Science Division, \$60,015 (prorated), MA, Step 4.5, effective 1/6/16, 10 Months; AS from Henry Ford College with major in nursing, BSN from Wayne State University with major in nursing, MSN from Ferris State University with a major in nursing. Ms. Adkins was temporary, full-time during the fall 2014 semester.

Charles Carter, 20077 Dovetail, Brownstown, 48183, Food Service Associate, Hospitality, effective 11/30/15, \$9.36 per hour, Step 1, 10 months.

Heather Champagne, 19574 Pollyanna Court, Livonia, 48152, Nursing Instructor, Health Sciences Division, \$57,951 (prorated), MA, Step 4, effective 1/6/16, 10 Months; BSN from the University of Detroit Mercy with a major in nursing, MSN from the University of Toledo with a major in nurse education.

Wanda Chukwu, 29238 Autumn Ridge, Farmington Hills, 48334, Nursing Instructor, Health Sciences Division, \$60,221, MA+30, Step 4, effective 1/6/16, 10 Months; AS from Minneapolis Community College with a major in nursing, BA from Spring Arbor University with a major in management and organizational development, MA from Spring Arbor University with a major in management and organizational development, MSN from the University of Phoenix with a major in nursing. Ms. Chukwu was temporary, full-time during the fall 2015 semester.

April Falardeau, 47734 Vistas Circle Drive S, Canton, 48188, Mathematics Instructor, Math and Science Division, \$57,951 (prorated), MA, Step 4, effective 1/6/16, 10 Months; BS from Michigan State University with a major in mathematics, MS from Eastern Michigan University with a major in mathematics education.

Dayna Gajurovski, 19977 Hudson Bay, Clinton Township, 48038, Nursing Instructor, Health Sciences Division, \$64,761 (prorated), PhD, Step 4, effective 1/6/16, 10 Months; BSN from Madonna University with a major in nursing, DPN from Wayne State University with a major in nursing.

Victor Gregory, 1840 North Franklin Street, Dearborn, 48128, Automotive Instructor, Industrial Technology Division, \$71,433 (prorated), LMA, Step 9.5 effective 1/6/16, 10 Months; AS from Henry Ford College with a major in automotive technology.

Julie Powell, 1332 Logans Run, Temperance, 48182, Nursing Instructor, Health Sciences Division, \$57,951 (prorated), MA, Step 4, effective 1/6/16, 10 Months; BSN from The University of Michigan – Ann Arbor with a major in nursing, MSN from Eastern Michigan University with a major in nursing.

Kelli Renda, 1901 Raymond Avenue, Dearborn, 48124, Admissions Associate III (Part-Time), Admissions and Recruiting, effective 1/5/16, \$16.51 per hour, Step 2, 12 Months.

Isis Ward, 347 Polk Avenue, River Rouge, 48218, Food Service Associate, Skylight Café, \$9.36, Step 1, effective 11/17/15, 10 months.

#### Reappointment to Professional Staff (D-6)

James Blair, Industrial Technology Division, Electro-Mechanical Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

Joseph Cosenza, Business and Computer Technology Division, Hospitality Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

Margaret Green, Business and Computer Technology Division, Computer Information Systems Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

Kristin Jablonski, Business and Computer Technology Division, Hospitality Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

Jeffrey Lao, Business and Computer Technology Division, Hospitality Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

Jordan Lesinski, Industrial Technology Division, Machine Tool Instructor, effective 1/6/16, REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

Rachelle Loomus, Business and Computer Technology Division, Legal Assistant Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

Theresa Mozug, Health Sciences Division, Pharmacy Technology Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

Krysten Rue, Career Services, Cooperative Education Officer, effective 8/25/15; REASON: Reappointment to temporary, full-time faculty for the winter 2016 semester.

Victoria Shepherd, Social Science, Arts and Fitness Division, Graphics Arts Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for the winter 2016 semester.

Christie Simonson-Bloomfield, Communications Division, English Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for the winter 2016 semester.

#### Reappointment to Professional Staff (D-6)

Lauren Wallace, Business and Computer Technology Division, Hospitality Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

Mark Watson, Industrial Technology Division, Automotive Instructor, effective 1/6/16; REASON: Reappointment to temporary, full-time faculty for winter 2016 semester.

#### Salary Schedule Change of Status (E-6)

Adam Hazlett, English Instructor, Communications Division, from Level MA30, Step 12, Schedule HFCC Federation of Teachers, to Level PhD, Step 12, Schedule HFCC Federation of Teachers: REASON: Completed requirements for PhD degree in humanities, effective 1/6/16.

Victoria Shepherd, Graphic Arts Instructor, Social Science, Arts and Fitness Division, from LMA, Step 7, Schedule HFCC Federation of Teachers, to Level MA60, Step 7, Schedule HFCC Federation of Teachers: REASON: Completed requirements for a master's degree in fine arts, effective 1/6/16.

#### Change in Classification (F-6)

Randall Knight, from Associate Dean, Social Science, Arts and Fitness Division, Grade 1A, Step 3, HFCC Administrators' Association, to Instructor, Social Science, Arts and Fitness Division, MA, Step 13, Schedule HFCC Federation of Teachers; REASON: Return to faculty position, effective 1/6/16.

#### Achievement of Tenure (G-6)

Annette Gladney, Health Sciences Division, effective 12/21/15.

Trinalynn Moore, Health Sciences Division, effective 12/21/15.