

**HENRY FORD COLLEGE  
 OFFICE OF THE PRESIDENT**

**BOARD REPORT**

**SUBJECT:** Proposed Winter 2023 Technology Investment Fund Projects

Listed below is a summary of projects recommended for funding by the Technology Investment Committee (TIC).

<b>Project Director/ Division Department</b>	<b>Nature of Request</b>	<b>Approved Funding</b>
Rochelle Taylor Athletics	<p>Student-athletes are required to fulfill many eligibility requirements that hold them to a higher standard than many other students at the college.</p> <p>Our student-athletes strive to accomplish these requirements as they commit to team practices of at least two hours daily and a rigorous competition schedule that includes travel throughout Michigan and neighboring states.</p> <p>As an Athletic Department that prioritizes academic success above athletic success, we believe it is vital to have the resources necessary to help students remain current with assignments and projects, and to have dedicated study time.</p> <p>The study area for student-athletes will provide a dedicated study and tutor space in the Athletics Memorial Building to promote and encourage academic success for student-athletes.</p> <p>What is requested:            One (1) HP LaserJet Enterprise printer, M430f Monochrome - \$691.17            Twelve (12) Acer TravelMate P2 NX VPVAA - \$9,180.00            Four (4) Desktop systems - \$4,303.80            Twelve (12) Voova Laptop Bags - \$381.48</p>	\$14,557
Scott Barnett Math	<p>This project upgrades the projection technology available in the 14 classrooms which Math classes are usually scheduled. Audio-visual equipment and related items would be purchased and installed. We wish to upgrade the document cameras, projectors, speakers, and instructor stations (which support placement and cabling/electrical for equipment).</p> <p>A Ladibug document camera, LCD laser projector, speakers, a switcher, and an instructor podium, along with related equipment (mounting plates, lockdowns, etc.) would be purchased and installed. We propose this project in large part because our current projection equipment is dim--often requiring that classroom lights be turned off in order to be seen--and breaks frequently.</p> <p>We submitted an overall request for both classroom technology and furniture as part of our 2023-2024 operational plan, and this is the classroom-technology piece of that request.</p>	\$153,000

	<p>The items to be purchased will be installed in classroom ceilings or on instructor stations (ideally the requested new podiums, which would generally replace existing instructor tables in their current locations) in rooms G-112, G-129, G-207, G-209, G-211, G-213, G-217, G-219, G-221, K-124, K-225, K-226, K-228, and K-229.</p> <p>Each room will have similar equipment, but not necessarily the same equipment: Instructor Podium, Ladibug Doc Cam, Ladibug Doc Cam Lock, Projector, Projector Mount, Project Screen + Bracket, Amplifier + Speakers, Switching Equipment, Various Equipment, and Electrical Upgrades.</p>	
<p>Jesse Mason, Jeremy Adelman, Paul Root/ Science</p> <p>Jesse Mason, Jeremy Adelman, Paul Root Science</p>	<p>This initiative seeks to provide students with modern Physics laboratory equipment and technology commonly used by industry and four-year institutions. Updating our laboratory equipment will provide students with new and enriched learning opportunities that our current equipment does not allow. This initiative is requesting laptop computers, e/m apparatuses, electrical multimeters, and spectrometers. We are seeking to update our laptop computers as many are broken and the few working computers left are very old. We currently have just two e/m apparatuses (for reproducing Thomsen's famous electricity and magnetism experiment) and they are over fifty years old and sorely in need of replacing.</p> <p>We are seeking to not only update these apparatuses but to purchase enough of them so students will no longer need to take turns (waiting in some cases for a half hour for their turn) with the equipment. Likewise, our multimeters (for making electrical measurements) are decades old and failing irreparably at an accelerating pace.</p> <p>We currently do not have enough for everyone in the lab to have to use so we are seeking to increase the quality and quantity of our multimeter collection. Lastly, we have a single professional spectrometer for a class to use (for analyzing light in lab). We are seeking to increase that number to one spectrometer per lab group.</p> <p>The e/m apparatuses will be used by all students taking PHYS-132 and PHYS-232. The multimeters will be used by all students taking PHYS-132, PHYS-133, and PHYS-232.</p> <p>The spectrometers will be used by all students taking PHYS-132, PHYS-133, PHYS-232, PSCI-135, ASTR-131, and ASTR-133.</p> <p>The laptops will be used by all students taking PHYS-131, PHYS-132, PHYS-133, PHYS-231, PHYS-232, PSCI-135, ASTR-131, and ASTR-133.</p> <p>This proposal will involve students in the Science Program, Chemistry Program, Pre-Engineering Program, and any other student selecting a Physics or Astronomy course as part of their MTA satisfying degree requirements.</p>	<p>\$93,822</p>
	<b>Total Funds</b>	<b>\$261,379</b>

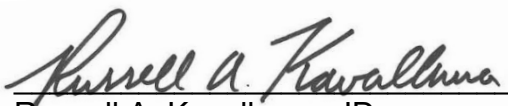
The Technology Investment Committee held an open meeting on March 24, 2023 to hear presentations from schools/departments requesting funds. The fund beginning balance for the Winter 2023 meeting was \$302,372. With the holding of 10% in case of

overages, there is \$272,135 available for projects. The committee recommended these three proposals for funding. The projects have also been reviewed and approved for funding by the College administration. The total value of these recommended TIF projects is \$261,379.

## **RECOMMENDATION**

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

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Russell A. Kavalhuna, JD  
President

<b>Henry Ford College</b>					
<b>Fiscal Year 2023-2024</b>					
<b>Board of Trustees General Fund Report With Original Budget (SUMMARY)</b>					
	<b>FY2022-2023</b>	<b>Change From</b>	<b>FY2022-2023</b>	<b>Change From</b>	<b>FY 2023-2024</b>
	<b>Adopted</b>	<b>Adopted to</b>	<b>Adjusted</b>	<b>Adjusted Budget</b>	<b>Original</b>
<b>Revenues</b>	<b>Budget</b>	<b>FY23-24</b>	<b>Budget</b>	<b>to FY23-24</b>	<b>Budget</b>
Tuition and Fees	\$ 49,107,000	\$ (1,145,000)	\$ 46,907,000	\$ 1,055,000	\$ 47,962,000
Local Property Taxes	\$ 15,619,000	\$ 313,000	\$ 15,619,000	\$ 313,000	\$ 15,932,000
State Appropriation	\$ 28,885,000	\$ 1,062,000	\$ 29,385,000	\$ 562,000	\$ 29,947,000
Other Revenue	\$ 885,000	\$ 1,251,000	\$ 1,585,000	\$ 551,000	\$ 2,136,000
<b>Total Revenue</b>	<b>\$ 94,496,000</b>	<b>\$ 1,481,000</b>	<b>\$ 93,496,000</b>	<b>\$ 2,481,000</b>	<b>\$ 95,977,000</b>
<b>Expenditures</b>					
Instruction	\$ 34,947,281	\$ 118,441	\$ 34,547,282	\$ 518,441	\$ 35,065,723
Administration	\$ 15,996,529	\$ 1,353,167	\$ 15,096,529	\$ 2,253,166	\$ 17,349,695
Physical Plant	\$ 2,706,365	\$ 48,713	\$ 2,506,364	\$ 248,714	\$ 2,755,078
Employee Benefits	\$ 23,384,281	\$ 601,834	\$ 23,384,281	\$ 601,834	\$ 23,986,115
<b>Total Personnel Costs</b>	<b>\$ 77,034,456</b>	<b>\$ 2,122,155</b>	<b>\$ 75,534,456</b>	<b>\$ 3,622,155</b>	<b>\$ 79,156,611</b>
Purchased Services	\$ 6,322,306	\$ 92,716	\$ 6,572,306	\$ (157,284)	\$ 6,415,022
Materials and Supplies	\$ 2,446,619	\$ (164,062)	\$ 2,426,619	\$ (144,062)	\$ 2,282,557
Rent, Utilities, and Insurance	\$ 2,637,089	\$ (497,352)	\$ 2,637,089	\$ (497,352)	\$ 2,139,737
Operating Expenses	\$ 1,604,960	\$ 199,898	\$ 1,604,960	\$ 199,898	\$ 1,804,858
Mandatory transfers	\$ 3,707,626	\$ (619,355)	\$ 3,707,626	\$ (619,355)	\$ 3,088,271
Capital Expenses	\$ 679,944	\$ 170,000	\$ 649,944	\$ 200,000	\$ 849,944
<b>Total Expenditures</b>	<b>\$ 94,433,000</b>	<b>\$ 1,304,000</b>	<b>\$ 93,133,000</b>	<b>\$ 2,604,000</b>	<b>\$ 95,737,000</b>
<b>Total Revenues</b>	<b>\$ 94,496,000</b>	<b>\$ 1,481,000</b>	<b>\$ 93,496,000</b>	<b>\$ 2,481,000</b>	<b>\$ 95,977,000</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 63,000</b>	<b>\$ 177,000</b>	<b>\$ 363,000</b>	<b>\$ (123,000)</b>	<b>\$ 240,000</b>

**HENRY FORD COLLEGE  
 OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** Landscape Maintenance Services  
 Sealed Bid #22483

The Director of Facility Services requests a contract for all equipment, materials, and labor necessary to provide landscape maintenance services at the Main Campus, Welcome Center, and East Campus. Services at all locations include spring and fall clean-ups; weekly lawn cutting, trimming, and removal of grass clippings and debris; bi-weekly lawn edging; weekly weeding and maintenance of plant beds, bioswales, stone beds, parking lots and sidewalks; and semiannual shrub trimming. Coverage at the Main Campus also includes the xeriscaping and maintenance of the prairie areas and the perennial native gardens. This contract covers the 2023 growing season, from approximately April 1 through November 30. With the mutual consent of the College and the Contractor, the ensuing agreement may be extended for a maximum of four (4) additional growing seasons, subject to an annual review.

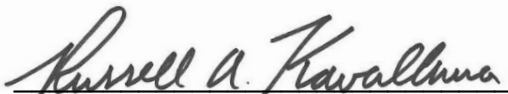
The College invited proposals under Sealed Bid #22483. The following bid tabulation shows the estimated annual cost for landscape maintenance services at each location. After reviewing the results and interviewing the low bidder, the bid evaluation team recommends an award to the low bidder.

<b>Bidder</b>	<b>Main Campus</b>	<b>Welcome Center</b>	<b>East Campus</b>	<b>Total</b>
DJ's Landscape Management	\$58,075	\$14,300	\$22,200	\$94,575
Ground Control Property Services	64,752	20,300	17,940	102,992
BrightView	71,148	16,412	21,357	108,917
D & B Landscaping	98,084	18,525	36,275	152,884
Professional Group - Grounds				No Bid
Backer Landscaping				No Reply
Brilar				No Reply
Davey Tree Service				No Reply
Great Oaks Landscape				No Reply
Owens Landscaping				No Reply
Panetta's Landscaping				No Reply
United Lawnscape				No Reply
VIVID Maintenance				No Reply
WH Canon Company				No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to DJ's Landscape Management, Inc. for \$94,575.00 for Landscape Maintenance Services for the 2023 growing season, as requested by Facility Services in accordance with the specifications of Sealed Bid #22483.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Russell A. Kavalhuna, JD  
President

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**BID AWARD**

**SUBJECT:** Cisco IP 8811 Series Phones  
Sealed Bid #22503

The Director of Network and IT Infrastructure requests a contract for the purchase of three hundred (300) Cisco IP 8811 Series Phones, Part #CP-8811-K9=, with a one-year extended service and support agreement. These phones will replace models purchased in 2011 and installed on instructor stations in classrooms. The original phones can only support internet connection speeds of 100MB. To connect to the internet in classrooms, computers connect to the phone and the phone connects to the network. The College' network switches operate at gigabyte speeds (1 million bits per second); therefore, the classroom phones slow connections by a factor of 10x. As instructor stations have required higher network speeds to support HyFlex classes and online applications, the slow speeds have become problematic. The requested Cisco 8811 phones connect to the network at gigabyte speeds and have a compatible port on the back of the phone for connections to a computer. The new phones will remove the network bottlenecks associated with the 100MB phones and allow instructors to take advantage of HFC's existing network capabilities. The Technology Fee provides 100% of the funding for this project.

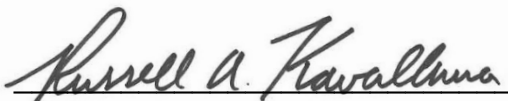
The College invited bid submissions under Sealed Bid #22503. The bid responses appear below.

Sentinel Technologies	\$71,700.00
Smart Ass Nerds, LLC	\$80,850.00
Sunflower Lab, LLC	\$89,552.00
O-Tech Solutions	\$90,970.68
KLA Laboratories	No Bid
Synergy Telcom, Inc	No Bid
CDW-G	No Reply
Connection	No Reply
ConvergeOne	No Reply
Insight Public Sector	No Reply
Logicalis	No Reply
SHI International	No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to Sentinel Technologies for \$71,700.00 for (300) Cisco IP 8811 Series Phones, as requested by Information Technology Services, in accordance with the specifications of Sealed Bid #22503.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Russell A. Kavalhuna, JD  
President



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**BID AWARD**

**SUBJECT:** Palo Alto Enterprise Firewalls with Three-Year Licenses

The Director of Network and IT Infrastructure requests a contract for the hardware, software and services required for the installation and support of two (2) Enterprise Firewalls, Palo Alto Networks Model PA-5420-AC, with associated hardware, three-year security software subscriptions, and support. Due to increasing user demands for internet access and capacity, the Information Technology Services department seeks to replace its existing firewalls with next-generation appliances capable of supporting high-speed data centers and improving the security, threat prevention, and management of HFC's information technology and internet networks. The security subscriptions consist of four software packages that help prevent threats from email attachments, malware, ransomware, spyware, phishing, command-and-control and other cyberattacks before they can reach the College's network or endpoints. Each firewall requires its own set of software and support subscriptions.

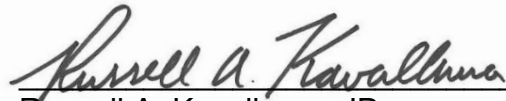
The College currently operates with two Palo Alto PA-5250 Firewalls purchased in 2020. The three-year security subscriptions for those models expire this year. The cost to renew the subscriptions for the current hardware exceeds the cost to purchase new firewalls and subscriptions by approximately \$97,000. Buying new hardware and software costs less than renewing the existing three-year security subscriptions.

AmeriNet based its pricing on a national group purchasing contract through OMNIA Partners, Public Sector. Both the State of Michigan (Act 451 of 1976, Sec.1274.3) and the Board (Administrative Guideline 6320, Paragraph H) encourage the use of cooperative and/or group purchasing agreements. The Technology Fee #3 account provides 100% of the funds for this purchase.

**RECOMMENDATION:**

The College administration recommends a contract award to AmeriNet for \$547,013.53 for two Palo Alto PA-5250-AC Enterprise Firewalls and associated three-year security software and support subscriptions as requested by the Information Technology Services department, in accordance with Quote #QUO-20480-D6V8G2 dated April 11, 2023.

  
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John S. Satkowski, JD  
Vice President of Financial Services

Handwritten signature of Russell A. Kavalhuna in black ink, written in a cursive style.

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Russell A. Kavalhuna, JD  
President

**HENRY FORD COLLEGE  
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**Policy Update**

**SUBJECT:** Competitive Bid Thresholds

The College administration requests Board approval to update the thresholds used for competitive bidding at Henry Ford College (HFC) to match the bidding thresholds currently used at the Dearborn Public School District (DPS). Historically, HFC and DPS have used the same dollar limits for small purchases (no competitive bids or quotes), requests for quotations, sealed bids, and contract awards that require Board approval in accordance DPS Administrative Guideline #6320. Effective October 30, 2018, DPS updated Guideline 6320 to align it more closely with federal procurement policies. HFC only recently became aware of that change.

The tables below show the current bidding thresholds for HFC and DPS:

**2022/2023 HFC BIDDING THRESHOLDS**

<b>Dollar Amount</b>	<b>Process</b>
\$0 - \$3,200	Purchasing Agent's Discretion (Policy 2450/Guideline 6320)
\$3,201 - \$10,661	Competitive Quotes (Policy 2450/Guideline 6320)
\$10,662 +	Sealed Bids (Policy 2450/Guideline 6320)
\$15,995 +	Board Approval - Blanket Orders (Policy 2450/Guideline 6320A)
\$28,049 +	Board Approval - Procurement of supplies, materials, and equipment (Policy 2450/Guideline 6320)
\$28,049 +	Bid threshold - Building construction, addition, renovation, or repair (Policy 2450/Guideline 6320)
Below \$30,000	Board Approval without sealed bids - Creative professional services for advertising and promotion (Policy 2950)
\$442,723 fee or \$6.2 million in construction	Bid threshold - Architectural/Engineering Services (Policy 2110)

**2022/2023 DEARBORN SCHOOLS BIDDING THRESHOLDS**


<b>Dollar Amount</b>	<b>Process</b>
\$0 - \$10,000	<b>Micro Purchase or Small Purchase Threshold</b> - Purchases within this range can be made without obtaining competitive price quotes or bids. Staff should however exercise good fiscal judgement when making purchases within this range to ensure

	prices paid are fair and reasonable. These may be awarded at the discretion of the Purchasing Agent.
\$10,000 - \$28,049*	<b>Request for Quotations</b> - Purchases within this range can be made so long as price quotes from at least three (3) vendors are obtained. Quotes may be solicited verbally, electronically, and/or in writing, but in all cases, quotes must be documented. The Purchasing Department requires at least one week (7 days) notice for purchase that will require price quotes solicited by the Purchasing Department. Use of Competitively bid cooperative contracts (REMC, NJPA, MiDEAL, etc.) in lieu of obtaining quotes, is acceptable. Transactions may not be split to avoid the quoting criteria.
\$28,049* and above	<b>Competitive Sealed Bids</b> - Purchases within this range can be made so long as formal competitive bids/proposal procedures are followed. Due to the complexity of such bids, these bids must be in conjunction with the Purchasing Department to ensure following of all federal, state and district regulations. Notice to the Purchasing Department must be provided at least 30 days before delivery is expected. Board approval is required for any contract within this range. Exceptions to timeline may be approved the Executive Director overseeing the Purchasing Department. Use of Competitively bid cooperative contracts (REMC, NJPA, MiDEAL, etc.) in lieu of obtaining formal bids, is acceptable for the competitive bidding aspect at the discretion of the Executive Director overseeing the Purchasing Department. The Board approval cannot be waived unless there is a bona fide health and safety issue and is approved by the Superintendent or designee. Transactions may not be split to avoid the sealed bid criteria.
* Amount adjusted annually by the State of Michigan in accordance with MCL380.1274	

**RECOMMENDATION:**

The College administration requests approval to change its dollar limits for Micro Purchases or Small Purchases, Request for Quotations, and Competitive Sealed Bids to the limits defined in the current version of Dearborn Public Schools Guideline 6320.

  
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 John S. Satkowski, JD  
 Vice President of Financial Services

  
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 Russell A. Kavalhuna, JD  
 President