

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

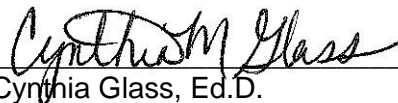
SUBJECT: Online Learning Steering Committee Presentation

Online learning has been a focus of higher education for more than a decade. Although initial efforts were concentrated on creating individual courses to increase student access and enrollment, the emphasis now is on providing quality learning opportunities in fully online programs. As online enrollments continue to grow, it was prudent for the college to assess the current state of our online course and program offerings and develop a plan for the future.

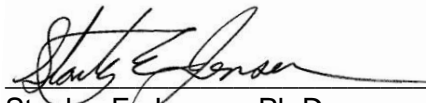
Henry Ford College is not unique in the courses or programs that we offer online. In fact, when compared to our competition, we offer many of the same online courses and programs that they do. Overall, three things can be said about Henry Ford College online:

1. Our online course and program offerings have evolved based on faculty's acceptance of online learning and is today based on what individuals have decided to develop and deliver online.
2. Our online course and program offerings are without any institutional-wide policies or institutional-wide procedures to ensure a commitment to consistent overall quality and integrity.
3. Our students want online courses and programs, they ask for online courses and programs, and they enroll in online courses and programs.

To analyze online learning at Henry Ford College and determine what it means to HFC now and what it should mean in the future an Online Learning Steering Committee was formed, with representatives from HFC's support staff, adjunct faculty, full-time faculty, and administration. The report that was presented to the Board offers recommendations with respect to the future of online learning at Henry Ford College, with special emphasis on the following areas: Accessibility, Growth, Quality, Finances, Services, and Testing.



Cynthia Glass, Ed.D.
Interim Vice President of Academic Affairs



Stanley E. Jensen, Ph.D.
President

**HENRY FORD COLLEGE
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BOARD REPORT

SUBJECT: Major Gifts Campaign Update

The Major Gifts Campaign continues to move forward in a positive direction. Several committees have been formed which will allow the campaign to have a broad base of support from faculty, staff, Board members and community volunteers.

In order for the campaign to be successful, supportive community members need to encourage the rest of the community to join them in their support of the college. The campaign Executive Committee becomes the public face of the campaign. The purpose of this committee is to provide advice and guidance from the community to President Jensen and Vice President Best about the campaign. In order to help set direction and strategies for the campaign, the committee will meet once a month for about 60-90 minutes. Committee members have been chosen because of their reputation in their field and their stated support of the college.

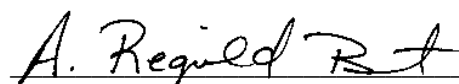
Executive Committee members will:

- take part in a monthly executive committee meeting
- help set direction and strategies for the campaign
- reach out to their networks and social circles in support of the campaign
- do “asks” for campaign donations from folks or organizations they know
- devote two to three hours per month in support of the campaign
- financially support the campaign
- be seen as a “public” face of the campaign
- publically endorse the campaign which includes having their picture and supporting quotes used in selected media

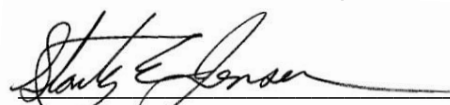
Members of the Executive Committee include: Bob Abraham, A. Reginald Best, Stanley Jensen, Jackie Lovejoy (co-Chair), Abe Munfakh (co-Chair), Matt O’Bryan (co-Chair), John Satkowski, Eileen Husband, Gary Kuhlmann (advisor) and Fay Beydoun (advisor).

The first phase of the campaign is lead gifts of \$100,000 or greater. These gifts are through individuals, organizations, corporations and foundations. Over the next six months, the main focus will be developing, and qualifying lead gift prospects and prospect prioritization. Through awareness sessions, the process of developing relationships with lead gift prospect has begun.

We are in the process of working with a private foundation that has an interest in providing the College a seven figure gift in support of the campaign depending on funding criteria. This is one of many opportunities that we will be pursuing during the first phase of the campaign.



A. Reginald Best
Vice President of Development



Stanley E. Jensen, Ph.D.
President

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Cooling Tower Replacement - Main Campus
Sealed Bid #17592

The Chief Information Officer/Director of Facility Services requests a contract for the services, labor, equipment and materials necessary for the Cooling Tower Replacement project on the main campus. This is the third phase of a three-phase project to replace the College's central HVAC cooling tower, located on the roof of the Liberal Arts building. The cooling tower is energy inefficient, undersized for current needs, leaks water, and needs replacement. It is the original system installed over fifty years ago and it serves all buildings on the main campus except the ASCC, Science building, and Child Development Center. The project scope includes: demolition of the existing wooden tower; removal of the roofing area under the tower; installation of steel support rails; new roofing; rigging and setting of new tower (4 cells); piping to connect the new tower to existing pipe at the roof; and electrical reconnection and controls work.

The College invited bid submissions under Sealed Bid #17592. Fifteen firms received the bid and eight of those attended a mandatory bidders' conference. The bid responses appear below. The project design team reviewed the results and recommended an award to the low, qualified bidder.

Firm	Base Bid	Adds (+)	Deducts (-)	Total Bid
Monroe Plumbing & Heating	774,400.00	24,690.00	165,900.00	\$ 633,190.00
CSM Mechanical	807,965.00	23,851.00	156,900.00	674,916.00
Universal Piping Industries	812,630.00	24,500.00	159,290.00	677,840.00
William E Walter Inc.	855,600.00	21,010.00	156,938.00	719,672.00
Johnson & Wood	844,450.00	23,000.00	No Reply	867,450.00
John E Green	1,098,500.00	26,300.00	No Reply	1,124,800.00
Mechanical System Services				No Bid
Sarmiento Mechanical Sales				No Bid

All of the initial bids exceeded the project's budget. After the project's engineer from Great Lakes Critical Power and Cooling and HFC staff from Facilities Services and Purchasing reviewed the responses, the College issued a post-bid addendum to the respondents that requested cost breakdowns for major bid categories. Two bidders did not respond to the request for detailed pricing. After evaluating the cost breakdowns, the project design team recommends that the

College proceed with this critical project by accepting the base bid from the low bidder with the following additions and deletions:

- Add - Bid Option #1 for Stainless Steel Cold Water Basins and Option #4 for Fan Motor Shaft Grounding Rings.
- Delete - 2 of the 4 water tower cells specified on the project documents (includes: 2 tower cells, 2 stainless steel basins, 2 motorized control valves, 2 variable frequency drives, 2 grounding rings, and 2 steel rails).

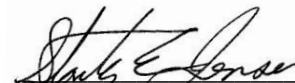
The College can add the items deleted from the project in the future, when funds become available. The new cooling tower, as modified above, will have sufficient capacity for the central HVAC system's cooling needs and will provide significant cost savings for electric and water utilities.

RECOMMENDATION:

The College administration recommends a contract award to Monroe Plumbing & Heating for \$633,190.00 for the Cooling Tower Replacement project, in accordance with the specifications of Sealed Bid #17592.



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



Stanley E. Jensen, Ph.D.
President

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BID AWARD

SUBJECT: Cisco Internet Routers
Sealed Bid #17746

The Chief Information Officer/Director of Facility Services requests a contract for the purchase, installation and configuration of two (2) Cisco 4431 Integrated Services Routers and related components ,training, support and subscription services. In order to improve the security, threat prevention and management of the College's information technology and internet networks, the Information Technology Services department seeks to replace its existing internet routers with next-generation equipment capable of supporting high-speed data centers and internet gateway deployments. The Technology Investment Fund (TIF) provides 100% of the funding for this project.

The College solicited proposals under Sealed Bid #17746. The bid responses appear below.

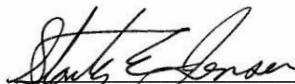
KLA Laboratories	\$ 23,510.97
Alliance Technology Solutions	25,078.74
Sentinel Technologies	28,521.00
Access Interactive	No Reply
Anixter	No Reply
CDW-G	No Reply
Dyntek Services	No Reply
Inacomp Technical Solutions	No Reply
Logicalis	No Reply
NVINT	No Reply

RECOMMENDATION:

The College administration recommends a contract award to KLA Laboratories for \$23,510.97 for the purchase and installation of Cisco Internet Routers and related components and services in accordance with the specifications of Sealed Bid #17746.



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



Stanley E. Jensen, Ph.D.
President

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BID AWARD

SUBJECT: Cisco Network Core Switches
Sealed Bid #17747

The Chief Information Officer/Director of Facility Services requests a contract for the purchase, installation and configuration of two (2) Cisco Catalyst 4500-X Core Switches and three (3) Cisco Catalyst 2960-X Server Switches, including related components, training, support and subscription services. In order to improve the security, threat prevention and management of the College's information technology and internet networks, the Information Technology Services department seeks to replace its existing network core switch with multiple next-generation switches to allow for greater flexibility and redundancy. The Technology Investment Fund (TIF) provides 100 percent of the funding for this project.

The College solicited proposals under Sealed Bid #17747. The bid responses appear below.

KLA Laboratories	\$ 98,617.11
Sentinel Technologies	100,238.00
Alliance Technology Solutions	114,833.82
Access Interactive	No Reply
Anixter	No Reply
CDW-G	No Reply
Dyntek Services	No Reply
Inacomp Technical Solutions	No Reply
Logicalis	No Reply
NVINT	No Reply

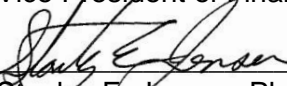
This project involves replacing the switches at the core of the HFC computer network, through which telecommunications routers, wireless controllers, distribution switches, and network firewalls run. The installation and set-up of the new core switches affects the entire voice and data communications network. The Purchasing Director and the Chief Information Officer reviewed the bidders' responses and qualifications. KLA Laboratories has not yet performed services on the College's core network, although the College recommends them for an award of the Cisco Internet Routers on Sealed Bid 17746. Sentinel Technologies has significant experience working with HFC core network systems and they installed and configured all of the components that will interface with the new core switches. Given the differences in project-specific experience and knowledge, and the small increase in cost (\$1620.89 or 1.65%), the College recommends an award to Sentinel Technologies.

RECOMMENDATION:

The College administration recommends a contract award to Sentinel Technologies for \$100,238.00 for the purchase and installation of Cisco Network Core Switches and related components and services in accordance with the specifications of Sealed Bid #17747.



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



Stanley E. Jensen, Ph.D.
President

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CONTRACT AWARD

SUBJECT: Electrical Engineering for Liberal Arts Substation

The Chief Information Officer and Director of Facility Services requests a contract for the professional electrical engineering design services necessary for the replacement of the existing electrical substation in the Liberal Arts building on the main campus. The substation is in poor condition and in need of replacement. The project includes enlarging the existing areaway to accommodate the removal of the old substation and the installation of the new substation. The engineering firm will provide the following services: design and engineer electrical systems; attend project kick-off, review and pre-bid meetings; analysis of existing building drawings; field work; estimate probable construction costs; develop bidding documents, plans and specifications; and perform associated bid and construction phase services.

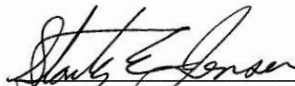
Peter Basso Associates, Inc. provided a quote for the above services totaling \$33,000. The College has used Peter Basso Associates for many electrical engineering projects including the south loop electrical upgrade project and four phases of the north loop electrical upgrade project. They have an excellent record on the previous jobs and are prepared to begin work on this project immediately. The College requests a sole source award in accordance with Board Policy #2110, which sets the bid threshold for architectural and design services at \$366,698.

RECOMMENDATION:

The College administration recommends a contract award to Peter Basso Associates, Inc. for \$33,000 for Electrical Engineering Services for the Liberal Arts Substation in accordance with Peter Basso Associates' proposal dated July 13, 2016 and Board Policy #2110.



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



Stanley E. Jensen, Ph.D.
President

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CONTRACT AWARD

SUBJECT: IT Assessment Consulting Services

The Vice President of Strategy and Information requests a contract for the consulting services necessary to conduct a review and assessment of the College's Information Technology (IT) operations. With significant investments in IT equipment and staffing, the College seeks to engage the services of a consulting firm to help frame its technology practices moving forward. The consultants will review IT from a people, process and technical perspective and develop recommendations for enhancing IT services to the current and future student population of the College.

Key objectives of the study include: defining the right organizational structure for supporting technology across the College in the future; evaluating the effective use of external IT support resources; identifying the skill sets needed in the IT department to support the current and future direction of the College; assessing the current use of best practice processes and procedures; analyzing the existing IT infrastructure and recommending any needed changes; and reviewing the IT governance process and its alignment with overall College objectives.

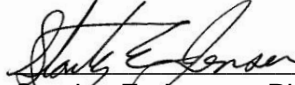
Plante & Moran, PLLC provided a quote for the above services totaling \$53,000. Plante & Moran is the long-time financial auditor for the College, HFC Foundation, and Dearborn Public Schools. The College has used Plante & Moran for many IT and business process consulting projects including: Datatel Colleague selection and implementation; IT Services Provider (Enertron) contract; document imaging (ImageNow) selection and implementation; PCI compliance review; Admissions, Registration and Enrollment Development process redesign; Moodlerooms; Student Accounts Receivable; Datatel Portal Expansion; Financial Aid (applications, refund checks, Title IV); Food Services workflows; and general business consulting. Plante & Moran has in-depth knowledge of the College's IT and general business operations, an excellent record on its previous jobs, and the consultants assigned for this project have abundant prior experience with HFC. The College requests a sole source award.

RECOMMENDATION:

The College administration recommends a contract award to Plante & Moran, PLLC for \$53,000 for IT Assessment Consulting Services in accordance with Plante & Moran's proposal dated June 27, 2016.



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



Stanley E. Jensen, Ph.D.
President

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CONTRACT AWARD

SUBJECT: CareerFocus Magazine

The College administration requests a contract for the printing of the Fall 2016 edition of the CareerFocus Magazine and associated services. The CareerFocus Magazine is a product of the CareerFocus Consortium of Community Colleges, a network of seventy-five community colleges. The consortium allows each member college to draw from an extensive library of professionally written articles, full-service design, and mailing and printing services to produce a customized magazine about career-oriented programs for current and potential students. By providing information about real careers, including salaries and testimonials, the magazine and related online resources can help students make better decisions about their education and the careers for which community college programs could prepare them. The consortium's CareerFocus publications are available exclusively through Academic Marketing Services.

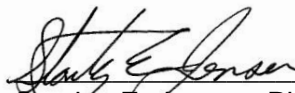
The CareerFocus Magazine is a sixteen page, glossy, full-color publication. The cost for producing and distributing the magazine totals \$39,999.00. The total includes: printing of 103,200 copies (\$28,946 or \$0.281/each); postage for mailing 102,200 copies (\$9,505 or \$0.093/each); shipping charges to post office and campus (\$1,548); analytical marketing tools; fully-responsive on-line editions for PC, tablet, mobile and social media; and full access to the consortium's library, design services, and mail preparation services. Local dollars for the Federal Vocational Education Equipment Grant (Perkins) provide 100% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Academic Marketing Services for \$39,999.00 for the printing of the CareerFocus Magazine and associated services in accordance with Quote #10173-2 dated July 6, 2016.



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



Stanley E. Jensen, Ph.D.
President

STAFF RECOMMENDATIONS

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

Resignation (A-1)

Ali Awadi, appointed 4/1/14, Campus Safety, Safety Specialist, submitted 7/11/16, effective 7/13/16.

Paula Bumbalough, appointed 9/18/01, Skylight Café, Food Service Associate, submitted 8/9/16, effective 8/9/16.

Valerie Butterfield, appointed 12/3/12, Enrollment Services, Enrollment Associate IV, submitted 6/29/16, effective 7/15/16.

Amanda Chahine, appointed 4/28/14, Learning Lab, Lab Associate II, submitted 7/20/16, effective 7/28/16.

Elizabeth Elder, appointed 11/5/13, Learning Lab, Lab Associate II, submitted 8/3/16, effective 8/23/16.

Catherine Marsden, appointed 8/13/12, Office of Development, Development Associate, submitted 7/20/16, effective 7/25/16.

Rescinded Resignation (B-1)

Stephen Pedley, Physical Therapy Assistant Instructor, Health Sciences Division, effective 6/3/16.

Retirement (C-1)

Carol Radke, Library, Library Associate I, 22 years of service, effective 9/30/16.

Resignation/Retirement – Local 1650 Voluntary Employee Severance Program (VESP) – (D-1)

Kenneth Kasin, Math and Science Division, Math Instructor, 22 years of service, effective 8/15/16.

Randall Knight, Social Science, Arts and Fitness Division, Music Instructor, 18 years of service, effective 5/8/17.

Douglas Langs, Business and Computer Technology Division, Business Instructor, 7.5 years of service, effective 8/18/16.

James Martini, Industrial Technology Division, Energy Technology Instructor, 43.5 years of service, effective 8/12/16.

Other Severance (E-1)

Denise Sparks, Accounting Associate, Financial Services, effective 7/6/16; REASON: Failure to pass probation.

Aileen Stewart, Engagement Facilitator, Corporate Training, effective 6/30/16; REASON: Completion of grant funded position.

Appointment (F-1)

Mandy Earl, 43053 Avon Road, Canton, 48187, Student Activities Associate, Student Activities, \$22.29 per hour, Step 3, effective 8/22/16, 11 Months.

Andrew Ekstrom, 30160 Alger, Madison Heights, 48071, Research Analyst (Part-Time), Counseling/Institutional Research, \$19.51 per hour, Step 4, effective 6/20/16, 12 Months.

Natalie Gonzales, 15456 Garrison Lane, Southgate, 48195, Accounting Associate, Financial Services, \$17.36 per hour, Step 2, effective 8/22/16, 12 Months.

Andromeda Kosova, 15290 Belmont, Allen Park, 48101, Orientation/New Student Engagement Associate (Part-Time), Enrollment Services, \$15.61 per hour, Step 1, effective 7/20/16, 12 Months.

Kendra Moyer, 255 Eason Street, Highland Park, 48203, Lab Associate II (Part-Time), Communications Division, \$14.98 per hour, Step 2, effective 7/5/16, 12 Months.

Sarah Sullivan, 16031 Beech Daly, Taylor, 48180, Records Associate III, Registration and Records, \$15.61 per hour, Step 1, effective 7/11/16, 12 Months.

Mark Yancy, 844 Center Lane, Auburn Hills, 48328, Student Success Navigator, Counseling Division, \$20.56 per hour, Step 4, effective 7/11/16, 12 Months. This is a one-year, temporary full-time, grant-funded position.

Reappointment to Professional Staff (G-1)

James Blair, Industrial Technology Division, Electronics Instructor, effective 8/23/16; REASON: Reappointment to temporary, full-time faculty for the Fall 2016 semester.

Joel Geffen, Social Science, Fine Arts and Fitness Division, World Religion Instructor, effective 8/23/16; REASON: Reappointment to temporary, full-time faculty for the 2016-2017 academic year.

Kristin Jablonski, Business and Computer Technology Division, Hospitality Instructor, effective 8/23/16; REASON: Reappointment to temporary, full-time faculty for the Fall 2016 semester.

Jeffrey Lao, Business and Computer Technology Division, Hospitality Instructor, effective 8/23/16; REASON: Reappointment to temporary, full-time faculty for the Fall 2016 semester.

Rachelle Loomus, Business and Computer Technology Division, Legal Assistant Instructor, effective 8/23/16; REASON: Reappointment to temporary, full-time faculty for the Fall 2016 semester.

Theresa Mozug, Health Sciences Division, Pharmacy Technology Instructor, effective 8/23/16; REASON: Reappointment to temporary, full-time faculty for the Fall 2016 semester.

Krysten Rue, Career Services, Cooperative Education Officer, effective 8/23/16; REASON: Reappointment to temporary, full-time faculty for the Fall 2016 semester.

Lauren Wallace, Business and Computer Technology Division, Hospitality Instructor, effective 8/25/16; REASON: Reappointment to temporary, full-time faculty for the Fall 2016 semester.

Salary Schedule Change in Status (H-1)

Sulian Larmond, from Enrollment Associate II – Call Center (Part-Time), Enrollment Services, 12 Months, to Enrollment Associate II – Call Center (Full-Time), Enrollment Services, effective 8/8/16, 12 Months.

Change in Classification (I-1)

Kathy Edwards, from Assistant to the M-SAMC Grant, Corporate Training, to Assistant to the Associate Dean, Business and Computer Technology Division, effective 8/8/16, \$16.45 per hour, Step 4, 12 Months.

Steven Luchonok, from Enrollment Associate I - Concierge, Enrollment Services to Enrollment Associate II - Call Center, Enrollment Services, effective 7/5/16, \$14.33 per hour, Step 1, 12 Months.