

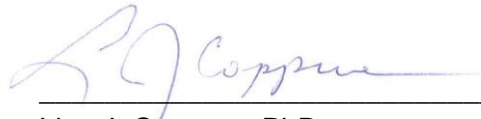
**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

SUBJECT: Career Services Update

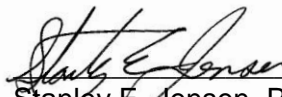
In the past three years, the Career Services Office at Henry Ford College has undergone a variety of changes:

- Name - Job Placement to Career Services
- Location - Technology Building to Learning Resources Center (adjacent to Counseling)
- Incorporation of Cooperative Education and addition of the Cooperative Education Officer (Kyrsten Rue)
- Expanded services offered to students/alumni/employers/faculty, including:
 - New Career Fairs – Career Expo, Industrial Technology, Service Industry, Individual Recruiters (Comerica Park, UPS, etc.), Nursing Professional Development Day (two times yearly). Expanded fairs have doubled the number of student job offers.
 - Open services to all alumni – Program completion allows lifetime service access
 - Expanded resources both online and in handout form
 - Development of new and existing employer relationships
 - Social Media plan - Facebook, Twitter, LinkedIn, and Pinterest
 - Class presentations focusing on career exploration, maximizing time in college, job search documents, interviewing, dress for success, salary negotiation, conducting an effective job search, services we provide, and more
 - Recruiting events offered have grown to 33 per year
- Expanded responsibilities in the areas of:
 - The Guided Pathways Initiative
 - The Industry Scholars initiative that will allow employers to hire students in select majors and help them pay for college
 - Dearborn community events - Career Expo and access to online resources
 - Career Resources Center development and implementation in partnership with the Counseling Division
- Job Data/Graduation analysis - key Takeaways from this analysis:
 - Job market is improving
 - Employers are actively using the Job Leads system
 - Increased visibility equals increased traffic
 - Postings do not equal applications
 - Advising/Counseling/Career Services need to use up-to-date career models/data to better inform students
 - National statistics are helpful; local statistics are critical
 - Co-op is not factored into this analysis
 - There is a finite number of employers - dedicated time to maintain relationships is crucial

- The HFC brand is still closely tied to the Applied Science areas
- Industry Scholars can be a great tool to bridge the gap with some employers
- Data should be used to strengthen our recruiting and targeted marketing to potential students
- Employers want our students



Lisa J. Coppue, PhD
Vice President, Student Affairs



Stanley E. Jensen, PhD
President

Bylaw

Henry Ford Community College

Board of Trustees

BYLAW 0140

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MEMBERSHIP

0141 **Number**

The Board of Trustees shall consist of seven (7) members elected at large in the territory of the district.

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M.C.L. 389.34(1)

~~The Board of Trustees shall consist of seven (7) members.~~

~~M.C.L. 380.111(2), 380.211, 380.316(2), 380.403(a)~~

0142 **Election/Appointment**

0412.1 **Electoral Process**

Candidates for the office of member of a community college board shall be nominated and members shall be elected as provided in Chapter XIV of the Michigan Election Law M.C.L. 168.301 to 168.315. M.C.L. 389.152

Trustees shall be elected in the regular school election in May or November. Trustees of the Board shall be elected at biennial elections in the manner that is consistent with state law.

~~M.C.L. 380.111, 380.112, 380.151, 380.216~~

0142.2 **Qualifications**

Any U.S. Citizen, qualified elector, residing in the district is eligible to be chosen as a board member.

~~M.C.L. 389.151, M.C.L. 168.30A school elector in the Dearborn Public School District is eligible to be a Trustee.~~

~~M.C.L. 380.110 (1)~~

Bylaw

Henry Ford Community College

Board of Trustees

BYLAW 0140

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0142.3

Term

A term of office is six (6) years. If the election is in May, the term of office shall commence July 1. If the election is in November, the term shall commence on January 1 and shall continue until a successor is elected and qualified or until a vacancy occurs. At the next regular election immediately preceding the expiration of a member's term of office, the electors shall elect the member's successor for a term of six (6) years.

M.C.L. 389.34(1)

~~A term of office is four (4) years. The term of each trustee shall commence on January 1 and shall continue until a successor is elected and qualified or until a vacancy occurs.~~

~~M.C.L. 380.1101(2)~~

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Bylaw

Henry Ford Community College

Board of Trustees

BYLAW 0140

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0142.4 Oath

Within fifteen (15) days after appointment or after the final canvass of the election each person appointed or elected shall file with the secretary of the Board of Trustees an acceptance of office as well as an affidavit of eligibility and shall take an oath of office.

~~M.C.L. 389.156 Each newly-elected Trustee shall file an acceptance of office as well as an affidavit of eligibility and shall take an oath of office.~~

M.C.L. 380.211(5), 380.1102(2)

0142.5 Vacancies

The office of a Trustee shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. The death of the incumbent;
- B. The incumbent being adjudicated insane or found legally to be an incapacitated individual by a court of competent jurisdiction;
- C. The incumbent's resignation;
- D. The incumbent's removal from office;
- E. The incumbent's conviction of a felony;
- F. The incumbent's election or appointment being declared void by a competent tribunal;
- G. The incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an office bond required by law;
- H. The incumbent ceasing to possess the legal qualifications for holding office;

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Henry Ford Community College

Board of Trustees

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I. The incumbent moving his/her full time residence out of the District. Commuting and/or part time residency out of the District on a temporary basis shall not create a vacancy.

If a vacancy in the Board of Trustees occurs, the remaining members of the Board by majority vote shall fill the vacancy immediately, (but in no event later than 30 days to comply with Michigan Election Law M.C.L. 168.311 because College Trustee Board Members serve simultaneously as board members of the Dearborn Public School District).

M.C.L. 389.157, M.C.L. 168.310

Any person so appointed shall hold office (the general member's seat) until the next regular Community College election held for the election of members to the Board of Trustees in the district at which time the electors of the district shall fill the office for the unexpired portion of the term.

M.C.L. 389.158

The elector appointed and/or elected shall fill the general board member seat created by the vacancy but not any office held by the vacating member. Officers are elected under Bylaw 0150, 0152.

The office of a Trustee shall become vacant immediately upon the occurrence of any one (1) of the following events:

The death of the incumbent, or the incumbent's being found mentally incompetent by the proper court;

The incumbent's resignation;

The incumbent's removal from office;

The incumbent's conviction of a felony;

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Henry Ford Community College

Board of Trustees

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~~The incumbent's election or appointment being declared void by a competent tribunal~~

~~The incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an office bond required by law;~~

~~The incumbent ceasing to possess the legal qualifications for holding office;~~

~~The incumbent moving his/her residence out of the District.~~

~~A vacancy shall be filled by the remaining members of the Board. The Board shall notify the public of any vacancy and will accept applications from person interested in fulfilling the unexpired term created by the vacancy within twenty (20) days.~~

~~M.C.L. 380.1103, 380.1104~~

Henry Ford College
Fiscal Year 2015-2016
Board of Trustees General Fund Report with Original Budget (SUMMARY)

	FY 2014-2015 Adopted Budget	Change for FY 2015-2016	FY 2015-2016 Original Budget
<u>Revenues</u>			
Tuition and Fees	\$ 44,784,700	\$ 2,312,300	\$ 47,097,000
Local Property Taxes	\$ 14,000,000	\$ 127,000	\$ 14,127,000
State Appropriation	\$ 21,627,900	\$ 248,800	\$ 21,876,700
Other Revenue	\$ 517,200	\$ 248,800	\$ 766,000
Total Revenue	\$ 80,929,800	\$ 2,936,900	\$ 83,866,700
<u>Expenditures</u>			
Instruction	\$ 33,176,073	\$ 801,866	\$ 33,977,939
Administration	\$ 8,457,485	\$ 712,316	\$ 9,169,801
Physical Plant	\$ 2,526,655	\$ (31,980)	\$ 2,494,675
Employee Benefits	\$ 18,324,684	\$ 577,000	\$ 18,901,684
Total Personnel Costs	\$ 62,484,897	\$ 2,059,202	\$ 64,544,099
Purchased Services	\$ 7,737,310	\$ 454,850	\$ 8,192,160
Materials and Supplies	\$ 2,190,249	\$ (106,967)	\$ 2,083,282
Rent, Utilities, and Insurance	\$ 2,628,500	\$ 80,000	\$ 2,708,500
Operating Expenses	\$ 1,357,812	\$ 84,800	\$ 1,442,612
Mandatory Transfers	\$ 821,800	\$ 725,000	\$ 1,546,800
Capital Expenses	\$ 1,177,704	\$ 171,543	\$ 1,349,247
Total Expenditures	\$ 78,398,272	\$ 3,468,428	\$ 81,866,700
Total Revenues	\$ 80,929,800	\$ 2,936,900	\$ 83,866,700
Excess Revenues/(Expenditures)	\$ 2,531,528	\$ (531,528)	\$ 2,000,000

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Betco Automatic Floor Scrubbers
Sealed Bid #16298

The Chief Information Officer/Director of Facility Services requests a contract for the purchase of ten (10) Betco Stealth 20" Automatic Scrubbers, Part #E29980-00, with accessories. This equipment will upgrade and replace units that are 10 – 15 years old and need frequent repair.

Bids were solicited under Sealed Bid #16298. The bid results are tabulated below:

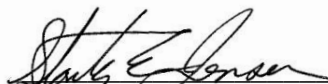
E&R Industrial Sales	\$ 38,379.05
Veritiv (XPEDX)	39,923.00
Detroit Chemical & Paper Supply	42,420.00
Arnold Sales	43,273.00
Allied Eagle Supply	No Bid
Category Five Technologies	No Reply
Hercules & Hercules	No Reply
Lansing Sanitary Supply	No Reply
Lower Huron Supply	No Reply
Nichols	No Reply

RECOMMENDATION:

The College administration recommends the award of a contract to E&R Industrial Sales in the amount of \$38,379.05 for the purchase of Betco Automatic Floor Scrubbers, in accordance with the specifications of Sealed Bid #16298.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
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CONTRACT AWARD

SUBJECT: APC Uninterruptible Power Supply

The Chief Information Officer/Director of Facility Services requests a contract for the purchase of an APC Symmetra PX 40 Uninterruptible Power Supply (UPS) for the Data Center located in the Learning Technology Center (LTC). The LTC Data Center houses most of the servers that support the College's administrative, instructional, and student computer networks. The UPS will provide near-instantaneous protection to Data Center computers and servers from power interruptions or failures by supplying energy stored in on-board batteries and it will provide College staff sufficient time to start a standby power source or properly shut down the protected equipment. Peter Basso Associates specified this particular UPS as part of the North Loop Electrical Service Upgrade project. The Facility Services department will install the UPS.

Schneider Electric manufactures APC uninterruptible power supplies and distributes its commercial products through a network of authorized dealers. Through a special arrangement with the College, Schneider Electric will sell the specified unit at a factory direct sales price without customary dealer markups. The preferred Schneider Electric distributor is Graybar Electric Company. A sole source award is requested.

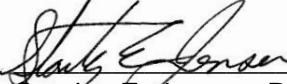
The cost of the APC Symmetra PX 40 Uninterruptible Power Supply totals \$48,182. This quote saves the College \$41,800 compared to bid prices received from electrical contractors in February 2015 for the APC UPS and installation services.

RECOMMENDATION:

The College administration recommends the award of a contract to Graybar Electric in the amount of \$48,182 for the purchase of an APC Uninterruptible Power Supply, in accordance with the specifications of Graybar Proposal #222594922 dated May 5, 2015.



John S. Satkowski, JD
Vice President of Financial Services



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CONTRACT AWARD

SUBJECT: FANUC Robotics Equipment and Training Packages

The faculty of the Technology Division requests a contract for the purchase of five (5) FANUC Robotics LRMate 200iD/4S R30iB Certified Education Robot Training Packages. The package includes an LR Mate 200iD Robot with associated equipment and software, and a Certified Education Robot Training Program which allows students to access FANUC's on-line training, programming, and simulation courses. With this purchase, the Automation/Robotics program will be able to train more students in new, major manufacturing technologies and meet employers' needs for workers with skills and experience in robotics and robotic programming, programmable logic controllers, and vision inspection systems. FANUC Robotics is the market leader in robotic systems and the 200i Robot is used by Ford Motor Company, General Motors, and many other manufacturing firms in southeast Michigan. This equipment and training program can only be purchased from FANUC Robotics' authorized education reseller, Integrated Systems Technologies. A sole source award is requested.

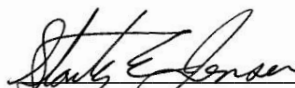
The cost of all equipment, software and training programs totals \$195,270. The Michigan Community College Skilled Trades Equipment Fund will reimburse the College for this purchase.

RECOMMENDATION:

The College administration recommends the award of a contract to Integrated Systems Technologies in the amount of \$195,270 for the purchase of FANUC Robotics Equipment and Training Packages, in accordance with IST Quote #76-440 dated March 24, 2015.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
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CONTRACT AWARD

SUBJECT: SMC Flexible Manufacturing Automated Cell Trainer

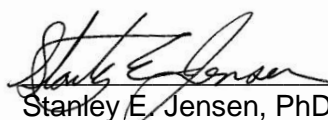
The faculty of the Technology Division requests a contract for the purchase of a 6-Station Flexible Manufacturing Automated Cell Training System by SMC International Training, Model #FMS-200. The division offers a variety of courses in automation controls and robotics. These courses are intended for advanced students with a basic understanding of programmable controllers. Topics covered include techniques, terminology, and documentation currently used in automated manufacturing. Students are required to use, in a laboratory setting, industrial robots and automation machines. The College seeks to expand its Automation and Controls lab by adding one (1) Flexible Automated Cell Training System which simulates an industrial electro-mechanical assembly process. The desired system matches one purchased several years ago for the program, which will allow greater consistency and flexibility in scheduling student assignments. SMC International Training is the sole manufacturer of this system and has designated Advanced Technology Consultants, Inc. as the exclusive provider of this system in the state of Michigan. A sole source award is requested.

The cost of all equipment, modules, user and lab manuals, installation, and shipping totals \$220,095. The Michigan Community College Skilled Trades Equipment Fund will reimburse the College for this purchase.

RECOMMENDATION:

The College administration recommends the award of a contract to Advanced Technology Consultants in the amount of \$220,095 for the purchase of an SMC Flexible Manufacturing Automated Cell Trainer, in accordance with ATC's quotation dated April 15, 2015.


John S. Satkowski, JD
Vice President of Financial Services


Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
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CONTRACT AWARD

SUBJECT: Festo Basic Pneumatics Equipment Set

The faculty of the Technology Division requests a contract for the purchase of a Festo TP101 Basic Pneumatics Equipment Set, Part #540710-10. Used in the field of automation and technology, the Basic Level TP101 package enhances basic training in pneumatic control technology and provides knowledge regarding the physical fundamentals of pneumatics and the function and use of pneumatic equipment. The training package includes hardware, software, and instructional materials. Hardware consists of didactically designed industrial components and systems. The equipment set enables the construction of simple pneumatic control systems. Instructional materials include textbooks with exercises and examples; workbooks with practical exercises, additional information, solutions and data sheets; and audio/visual supplements. Festo Didactic is the sole manufacturer of this system and has designated Advanced Technology Consultants, Inc. as the sole authorized dealer for Festo products in the state of Michigan. A sole source award is requested.

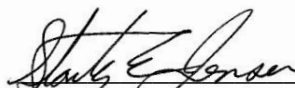
The cost of all hardware, software, instructional materials, and shipping totals \$52,030. The Michigan Community College Skilled Trades Equipment Fund will reimburse the College for this purchase.

RECOMMENDATION:

The College administration recommends the award of a contract to Advanced Technology Consultants in the amount of \$52,030 for the purchase of a Festo Basic Pneumatics Equipment Set, in accordance with ATC's quotation dated April 8, 2015.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

STAFF RECOMMENDATIONS

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

Resignation (A-11)

Elisha Ables, appointed 8/13/12, Registration and Records, Records Associate III, submitted 4/24/15, effective 5/9/15.

Nicole Cobb, appointed 9/28/14, Skylight Café, Food Service Associate, submitted 5/6/15, effective 5/1/15.

Megan Worley, appointed 1/8/14, Health Sciences Division, Nursing Instructor, submitted 4/20/15, effective 5/12/15.

Retirement (B-11)

Thomas Kelley, Math and Science Division, Instructor, 15 years of service, effective 7/31/15.

Denise Ochs, Financial Services, Payroll Associate, 27.5 years of service, effective 9/25/15.

Marliyn Wolfradt, Skylight Café, Food Service Associate, 16.5 years of service, effective 5/8/15.

Appointment (C-11)

George Giankulis, 15314 Payne Court, Dearborn, 48125, Custodian (Full-Time), Facility Services, \$12.16 per hour, Step 1, effective 5/11/15, 12 Months.

Christian Jordan, 20745 Donaldson, Dearborn, 48124, Custodian (Part-Time), Facility Services, \$12.16 per hour, Step 1, effective 5/11/15, 12 Months.

Juanita Van Raden, 12045 Fleming, Hamtramck, 48212, Scanning Clerk, Financial Aid, \$12.36 per hour, Step 4, effective 5/4/15, 12 Months.

Salary Schedule Change of Status (D-11)

Karen Bowen, from Skylight Café, Cashier, Part-Time, 12 Months, to Cashier, Part-Time, Skylight Café, 10 Months, effective 7/1/15.

Michele Featherston, from Student Activities, Department Secretary, Part-Time, 10 Months, to Department Secretary, Full-Time, Student Activities, 11 Months, effective 8/27/15.

Michael Hill, Instructor, Communications Division, from Level MA60, Step 9.5, Schedule HFCC Federation of Teachers, to Level PhD, Step 9.5, Schedule HFCC Federation of Teachers; REASON: Completed requirements for PhD degree in foundations of education.

Johnathon Thompson, from Skylight Café, Grill Cook, Part-Time, 12 Months, to Grill Cook, Part-Time, Skylight Café, 10 Months, effective 7/1/15.