

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

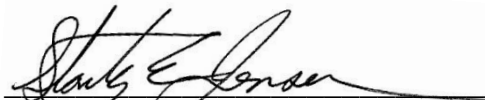
**SUBJECT:** Math Project

In fall 2014, the Math Department began to pilot a redesigned developmental mathematics program. The content of the three traditional pre-college-level mathematics courses (Pre-Algebra, Beginning Algebra, and Intermediate Algebra) has been repackaged into a set of 12 modules that students, with computer instruction and with instructor and tutor guidance, are to master with individualized pacing. Classroom attendance is required. Instructor interaction is KEY. These are not online courses. Students are expected to continue the courses' work outside of the classroom just as they are in traditional courses, and "Open Lab" support is offered by instructors and tutors on Fridays, when the classes do not otherwise meet. Students must demonstrate mastery of material (typically with required scores of 80%). Students who do not finish the set of modules for which they've registered pick up the next semester from the first module not completed. The book package for the course is purchased at the start of the first module is good for the entire 12-module sequence. This sequence is helpful to students who take longer to get through certain material than standard classroom pacing allows. This sequence also helps those who need only a quick review to move on to college-level classes more quickly than in a traditional sequence. Several students have already taken advantage of this acceleration possibility, including two who have completed all twelve modules in one semester.



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Tracy Pierner, PhD, PE  
Vice President of Academic Affairs



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Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
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**BOARD REPORT**

**SUBJECT:** Welding Lab Update

With the increase in manufacturing and construction, welding is an increasingly important skill and occupational career pathway. To help meet the demands, Henry Ford College and the Welding Technology area have developed new curriculum that emphasizes a competency based educational approach to instruction and skills building.

With the rebuild of the welding lab to better simulate a working environment, the curriculum was redeveloped to give the students better hands-on skills that tie to the occupational and industry standards set forth by groups such as the American Welding Society. Some of the changes implemented are:

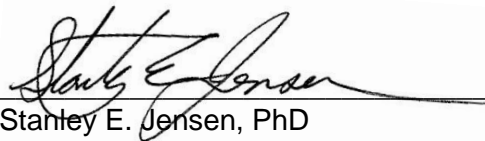
- We are dedicated to the idea of mastery of a given skill
- We have created an environment that lets the student have more flexibility in when and how long their classes need to be
- We have created the ability to let students to continue to register for classes throughout a large portion of our semester
- We have developed competencies that reflect the skills needed in the workplace
- We have made the curriculum flexible enough to engage in a continuous improvement model

This presentation will present the educational elements of the new model and show the new pathways to student's skills development and success.



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Tracy Rierner, PhD, PE  
Vice President of Academic Affairs



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Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
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**SUBJECT:** Student Outreach and Support Funding

College students, particularly those who are first generation, enter college with various personal needs. These needs can include housing, transportation, and child care among others. Henry Ford College recognized this problem years ago and offices such as Focus on Women, now referred to as Student Outreach and Support (SOS), were created to help with these problems. Unfortunately, SOS cannot help all students, but it can help some by providing financial assistance from three different funding programs as follows:

- Book Loans which will pay whatever a student's books cost - These loans can only be used for books or software needed for on-line classwork. To be eligible, a student must be currently enrolled as a new Henry Ford College student.
- Dreamkeepers awards up to \$500.00 - This award can be used to address financial expenses that can cause a student to drop out of school. These items include utility bills, eyeglasses, safety deposit for housing, rent, and car repairs. It cannot be used for books, tuition, or fees. To be eligible, a student must be currently enrolled, have a GPA of at least 2.0, and their financial aid status must allow us to give them additional money.
- The Emergency Fund awards up to \$150.00 – This award can be used to address smaller financial expenses that can cause a student to drop out of school. These items include things like a book, a tire for a student's car, or a uniform that is required by their program. To be eligible, a student must be currently enrolled, have a GPA of at least 2.0, and their financial aid status must allow us to give them additional money.

Each program is publicized in a number of different ways. These include:

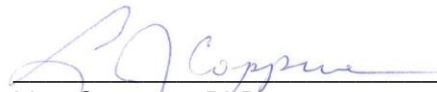
- Promoting them in the SOS brochure
- Promoting them in the SOS newsletter which is sent directly to students
- Sending emails to full-time faculty, part-time faculty and associate deans, asking them to inform their students of this funding.
- Speaking to classes
- Sharing the information at seminars and workshops where I speak
- Displaying fliers on campus.

Unfortunately, all students do not qualify for funding. Therefore, our office has identified a few agencies and businesses that may be of service to our students. For example, if a student is homeless, we have a list of shelters to which we can refer him/her. If a student is willing and able to work, we will refer them to places that provide "day work". These include places such as Quick Quality Flyer in Detroit. They will hire a student to distribute handbills and pay them approximately \$75.00 a week. They will apply some of their pay to the housing they provide. Both men and women are welcome.

If a student needs help with paying for their utilities, there are a number of organizations, state offices, and churches that can help them. They include the Michigan Department of Human Services, United Way, SER Metro, the Salvation Army in Inkster and Providence Baptist Church.

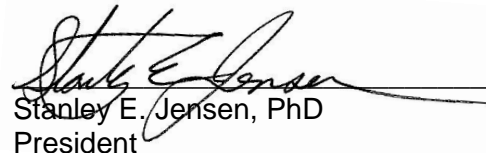
If a student needs a bus card and they qualify for the Emergency Funding we will give them the \$50.00 they need.

Our goal is to help as many students as possible. Future meetings will take place with the Foundation Office to see what might be done to expand Dreamkeepers dollars.



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Lisa Copprue, PhD  
Vice President, Student Affairs



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Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
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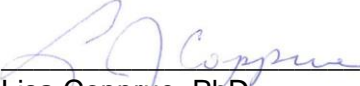
**SUBJECT:** Student Newspaper Board Constitution – Recommended Revisions

The Student Newspaper Board recommends the following updates and changes to the Student Newspaper Constitution for The Mirror News campus newspaper:

- Add to Article A.1: membership of TCM/Journalism Academic Coordinator
- Add to Article A.1: increase appointment of student members from two to five\*
- Add to Article A.10: “The Chair of the Student Newspaper Board shall withhold his or her vote in the event of a tie in order to permit student members to cast the deciding vote.”
- Update the scheduled revision date to match the three-year review that is stipulated in the Student Newspaper Constitution
- Update HFCC to HFC throughout the document
- Update title of Vice President/Dean for Student Services to Vice President of Student Affairs
- Update title of Vice President of Business Services to Vice President of Financial Services and Auxiliary Services
- Update to Appendix B: update the Mirror News Staff Agreement to define job descriptions for the internships and co-op positions in order to reflect the learning objectives in the respective internship and co-op classes that support them.
- Update to Appendix C: update fee schedule to the following:
  - \$25 – Investigative Reporting/Feature Story Submission (e.g., Sports or Event Reporting, Review, Opinion)
  - \$15 – Non-Reporting Submission (e.g., Poetry, Cartoon, Photo)The fee is limited to \$75 per person per issue and will be subject to what *The Mirror News* can support through advertising revenues. The fee will be reviewed annually by the Student Newspaper Board.
- Update to Appendix C: “co-ops, interns, non-students, and volunteers” were added to those ineligible for work for pay.
- Update to Appendix C: a clearly defined payment schedule has been added: “Payments will be scheduled after the publication of the 3<sup>rd</sup>, 6<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> issues. Adjustments may need to be made based on the number of publications.
- Update to Appendix C under “Guidelines for Submissions” number 10: “floppy disk” was deleted and replaced with “Save a copy of your article both *electronically* and in hard copy...”

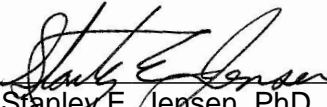
\*Under Article A.1, the membership of the Student Newspaper Board has been amended to improve student representation. For a student-run newspaper to be legally considered student run, the composition of the decision-making body that oversees the paper must have at least 50 percent student membership. In short, College employees cannot be in a position to outvote

students. Therefore, the constitution has been revised to reflect a 50 percent student membership. Student representation has been changed from two to five. The total Student Newspaper Board membership with this revision would consist of twelve members: five students, two faculty, one administrator, one academic coordinator, one outside journalist, and two ex-officio members.



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Lisa Copprue, PhD  
Vice President, Student Affairs



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Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
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**BID AWARD**

**SUBJECT:** Elevator Maintenance Services  
Sealed Bid #15935

The Chief Information Officer/Director of Facility Services requests a contract for all labor, supervision, tools, supplies, and equipment necessary to provide full elevator maintenance services, including all inspections, adjustments, tests, parts, replacement, and repairs. This contract covers fifteen (15) elevators on Main Campus and five (5) elevators in the Welcome Center/SME buildings. The yearly contract begins July 1, 2015, renewable annually upon mutual agreement for a maximum term of 5 years.

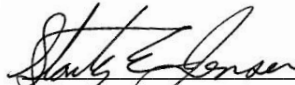
Bids were solicited under Sealed Bid #15935. Bid results are tabulated below:

	<u>Main Campus</u>	<u>Welcome Center</u>	<u>Total Bid</u>
KONE Inc.	\$ 22,380	\$ 8,580	\$ 30,960
Schindler Elevator	32,580	12,780	45,360
Detroit Elevator	34,248	12,648	46,896
Lardner Elevator			No Bid
Otis Elevator			No Bid
Michigan Elevator			No Reply
Thyssen Krupp Elevator			No Reply

**RECOMMENDATION:**

The College administration recommends the award of a contract to KONE Inc. in the amount of \$30,960 for annual Elevator Maintenance Services, in accordance with the specifications of Sealed Bid #15935.

  
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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:** Learning Success Center Roof Replacement – Sections A & B  
Sealed Bid #15972

The Chief Information Officer/Director of Facility Services requests a contract for all labor, equipment, materials, tools, parts and services necessary to replace the existing roof on the Learning Success Center with a cold process and modified bitumen built-up roof membrane system. The work performed under this contract includes a 20-year warranty on components of the roofing system; a 5-year warranty on the installation of all components of the roofing system; and annual roof management services, for a 20-year period, which include roof inspections and reports of roof conditions, roof housekeeping and maintenance, preventive maintenance repairs, inspections and monitoring following major storms, and expedited leak response.


Bids were solicited under Sealed Bid #15972 for the replacement of roofing systems on the Learning Success Center (Sections A & B) and the Library (Section C). The entire project consists of three sections of roofing totaling over 53,600 square feet. For bidding and budgeting purposes, this large project was split into two sections. After reviewing the bid results, the project design team recommends an award to the low, qualified bidder for the Learning Success Center roof (Sections A & B), to be performed in fiscal year 2016. The Library roof (Section C) was awarded by the Board in March 2015 and will be completed in the current fiscal year. Bid results are tabulated below:

	<u>Section A &amp; B</u>	<u>Section C</u>	<u>Total Bid</u>	<u>FY2016 Award</u>
Royal Roofing	\$ 774,200	\$ 228,000	\$ 1,003,000	\$ 774,200
Lutz Roofing	907,900	264,400	1,172,300	907,900
Schreiber Corp	799,300	267,200	1,066,500	799,300
Schena Roofing	965,000	310,000	1,275,000	965,000
Newton Crane Roofing			No Bid	
Shain Roofing			No Bid	
J D Candler Roofing			No Reply	

**RECOMMENDATION:**

The College administration recommends the award of a contract to Royal Roofing Co., Inc. in the amount of \$774,200 for the Learning Success Center Roof Replacement project, in accordance with the specifications of Sealed Bid #15972.

  
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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:** Intel Core i7 Computer Systems, Classroom  
Sealed Bid #16327

The Director of Teaching and Learning Services requests a contract for the purchase of one hundred nine (109) Intel Core i7 Computer Systems with 19" LCD Displays and related components. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. The systems will be installed in the following computer labs: Learning Success Center: Room A-200C and A-200D, Liberal Arts Building: Room K-142 and K-004, and M-TEC: Room 121. The new computers will replace older models in these locations. Existing computers will be cascaded to replace older systems in other classrooms or instructor offices whenever possible. Some existing systems are too old to reuse and will be salvaged for parts and scrapped. Funds for this purchase are budgeted in Teaching and Learning Services general fund accounts.

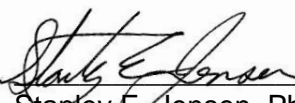
Bids were solicited under Sealed Bid #16327. The bid results are tabulated below:

Canton Computers	\$ 99,538.80
Access Interactive	103,005.00
Office Depot	117,515.08
Micro Wise	No Bid
Best Buy for Education	No Reply
Dell	No Reply
KLA Laboratories	No Reply
Sehi Computer Products	No Reply

**RECOMMENDATION:**

The College administration recommends the award of a contract to Canton Computers, Inc. in the amount of \$99,538.80 for the purchase of one hundred nine Intel Core i7 Computer Systems and related components, in accordance with the specifications of Sealed Bid #16327.

  
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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:** Waste Removal Services  
Sealed Bid #16331

The Chief Information Officer/Director of Facility Services requests a contract for all labor, supervision, tools, supplies, and equipment necessary to provide trash hauling and waste removal services at all locations on the Main Campus and East Campus. This contract covers seven (7) trash and waste containers for a term of 5 years beginning July 1, 2015.

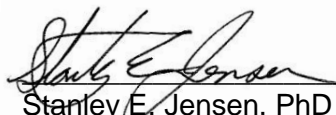
Bids were solicited under Sealed Bid #16331. Bid results are tabulated below:

Rizzo Environmental Services	\$ 36,286.00
Waste Management	46,586.95
Republic Services	49,085.00
Advanced Disposal	No Reply
Metro Sanitation	No Reply
Tringali Sanitation	No Reply
Veolia	No Reply
WasteOne	No Reply

**RECOMMENDATION:**

The College administration recommends the award of a contract to Rizzo Environmental Services in the amount of \$36,286 for annual Waste Removal Services, in accordance with the specifications of Sealed Bid #16331.

  
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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:** 2015 Pavement Maintenance Project  
Sealed Bid #16425

The College administration requests a contract for the labor, materials, equipment and services necessary to perform pavement maintenance on parking lots and roads at the Main and East Campuses. Work includes curb and catch basin repairs, pavement patching, crack sealing, and restriping. The project includes 20,000 square feet of asphalt patching and 15,000 linear feet of crack sealing. The repairs will be completed before classes start in the fall. Plant fund accounts will be used for this work.

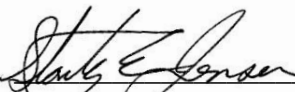
Bids were solicited under Sealed Bid #16425. After reviewing the bid results and interviewing low bidder, the project design team recommends an award to the low, qualified bidder. The bid results are tabulated below:

	<u>Main Campus</u>	<u>East Campus</u>	<u>Total Bid</u>
Al's Asphalt Paving	\$ 159,550.00	\$ 24,717.80	\$ 184,267.80
Asphalt Specialists	181,700.00	35,455.00	217,155.00
Pavex	252,338.00	31,612.75	283,950.75
S & J Asphalt Paving	257,875.00	58,105.00	315,980.00
Nagle Paving	343,250.00	38,700.00	381,950.00
Allied Construction			No Bid
T & M Asphalt Paving			No Bid
B & J Parking Lot			No Reply
Best Asphalt			No Reply

**RECOMMENDATION:**

The College administration recommends the award of a contract to Al's Asphalt Paving Company in the amount of \$184,267.80 for the 2015 Pavement Maintenance Project, in accordance with the specifications of Sealed Bid #16425.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Stanley E. Jensen, PhD  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**CONTRACT AWARD**

**SUBJECT:** Steelcase Furniture, Classrooms

The Director of Teaching and Learning Services requests a contract for the purchase and installation of Steelcase furniture for classrooms in the Fine Arts Building, Liberal Arts Building, Library, and Technology Building. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. A total of 348 chairs of various styles and 101 tables and workstations of different types will be installed in 17 classrooms. The new furniture will allow better use of new technology and learning methods and increase student satisfaction with the classroom environment. Funds for this purchase are budgeted in Teaching and Learning Services general fund accounts.

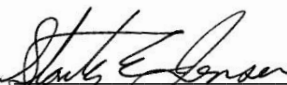
Steelcase is one of the College's standard furniture suppliers whose products are used throughout the campus due to their quality, reliability, warranty and long-term value. Steelcase offers the College exclusive educational discounts through contracts with the Educational & Institutional Cooperative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

The discounted contract cost for all furniture, shipping and installation totals \$190,073.30.

**RECOMMENDATION:**

The College administration recommends the award of a contract to Lincoln Office Solutions in the amount of \$190,073.30 for the purchase and installation of Steelcase classroom furniture, in accordance with Quote #9219 dated June 4, 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:** Cisco Systems Network Equipment, Classrooms

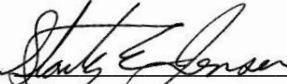
The Director of Teaching and Learning Services requests a contract for the purchase of computer network switches, power supplies, and modules manufactured by Cisco Systems. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. A total of 23 Cisco Catalyst Access Switches will be installed in 18 classrooms and labs in five different buildings on Main Campus. The new equipment will replace existing switches that have reached end-of-life and are no longer supported by the manufacturer and will increase the speed and reliability of the computer networks in these academic areas. Cisco Systems, Inc., the manufacturer of the hardware components on this order, has identified Sentinel Technologies, Inc. as the registered public-sector dealer for the College's account. A sole source award is requested.

The cost of all Cisco equipment and components for the network upgrades totals \$103,843.00. The Technology Investment Fund (TIF) provides 100% of the funding for this project.

**RECOMMENDATION:**

The College administration recommends the award of a contract to Sentinel Technologies, Inc. in the amount of \$103,843 for the purchase of Cisco network switches, power supplies, and modules, in accordance with Proposal #070 dated April 15, 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:** Blanket Purchase Order Approval, Fiscal Year 2016

Board policy requires that blanket purchase orders be presented to the Board for approval at the beginning of each fiscal year. Blanket purchase orders with a dollar amount in excess of \$13,188 are listed separately for Board approval, in accordance with Administrative Guideline #6320A.

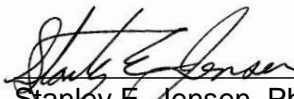
The attached blanket order list includes the vendor name, a description of the order, the dollar limit of the order, and the department and division responsible for the purchase. These orders cover the purchase of goods and services needed to maintain the program and may include emergency purchases. Purchases against these orders shall be made within Board Policy #2450, which contains Board approved standards for obtaining competitive quotes and sealed bids.

The College uses blanket purchase orders in the following ways: to make repetitive purchases of commonly used, low dollar value goods or services; to order standard materials or maintenance supplies which require numerous shipments; and to obtain more favorable pricing through annual volume commitments. In addition to lower purchase prices, the benefits of using blanket orders include: fewer requisitions and purchase orders issued; decreased demand for storage space for materials; reduced amounts of paperwork; and lower administrative costs.

**RECOMMENDATION:**

The College administration recommends that the attached Blanket Purchase Order List for Fiscal Year 2016 be approved, in accordance with Board Policy and Guidelines.

  
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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**  
**Blanket Purchase Order (BPO) Listing - Under \$13,188**  
**Effective July 1, 2015**

<u>Vendor Name</u>	<u>BPO #</u>	<u>Description</u>	<u>Division</u>	<u>Department</u>	<u>Total Amount</u>	<u>Account Number</u>
ABLE GREASE TRAP SERVICE	B0005515	Cleaning & Maintenance	Admin Svcs	Facility Services	1,500.00	11_00_000_5101_220520
ACE SPRINKLER	B0005516	Bldg & Equipt Inspections	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_220420
ACT	B0005440	Test Materials & Services	Career & Tech	Workforce Development	8,500.00	11_00_000_2601_220910
ADVANCE AUTO PARTS	B0005416	Vehicle Parts & Supplies	Career & Tech	Technology-Automotive	2,500.00	11_00_000_2503_230100
ADVANCE AUTO PARTS	B0005675	Vehicle Maintenance	Admin Svcs	Campus Safety	2,000.00	11_00_000_5403_230340
AIN PLASTICS MICHIGAN	B0005517	Parts & Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230320
AIRGAS PURITAN MEDICAL	B0005356	Gas Cylinder Rent/Refill	Arts & Sciences	Math&Sci-Biology	800.00	11_00_000_1403_230100
ALAWAN MULTIMEDIA LLC	B0005702	Advertising	Information	Marketing-Communications	12,336.00	11_00_000_5410_220220
ALL CLEAN VENTILATION	B0005519	Cleaning & Maintenance	Admin Svcs	Facility Services	4,000.00	11_00_000_5101_220420
ALLEGRA MARKETING	B0005351	Mailing Services	Arts & Sciences	Soc/Art/Fit-Drama	2,500.00	13_00_000_1871_230900
ALLEYCAT DESIGNS	B0005520	Uniforms & Supplies	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_250900
ALL-PRO EXERCISE	B0005350	Repair Parts & Labor	Arts & Sciences	Soc/Art/Fit-Fitness	2,500.00	11_00_000_1203_220410
ALNOZILI RASHID	B0005703	Advertising	Information	Marketing-Communications	4,000.00	11_00_000_5410_220220
AMERICAN RED CROSS	B0005424	Test Materials & Services	Career & Tech	Technology-Energy	1,500.00	11_00_000_2515_230100
APAC PAPER PACKAGING	B0005522	Building Supplies	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_230320
ARCH ENVIRONMENTAL GROUP	B0005523	Waste Disposal Services	Admin Svcs	Facility Services	5,000.00	11_00_000_5101_220520
ARGUS GROUP HOLDINGS LLC	B0005524	Equipment & Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_280220
ARROW UNIFORM LLC	B0005708	Uniforms & Supplies	Financial Svcs	Food Service	3,500.00	12_00_000_5602_250900
ASSESSMENT TECHNOLOGIES	B0005409	Software Licenses/Support	Career & Tech	Health-Pharmacy Tech	2,800.00	11_00_000_2210_280250
AT&T MOBILITY	B0005513	Telephone Service	Executive	President's Office	2,000.00	11_00_000_4001_240200
ATLAS OIL	B0005526	Gasoline/Diesel Fuel	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_230340
AUGUST SCHELL ENTERPRISES	B0005466	Software Licenses/Support	Admin Svcs	IT Services	4,600.62	11_00_000_5201_230140
AUTOMATED BUSINESS MACHINES	B0005447	Maintenance Agreement	Student Affairs	Enroll Svcs-Admissions	1,350.00	11_00_000_3201_220410
AVENTRIC TECHNOLOGIES	B0005676	Safety Equipment	Admin Svcs	Campus Safety	5,000.00	11_00_000_5403_220910
B J PARKING LOT MAINTENANCE	B0005527	Cleaning & Maintenance	Admin Svcs	Facility Services	12,000.00	11_00_000_5101_220420
BANK'S VACUUM SUPERSTORES	B0005528	Parts & Supplies	Admin Svcs	Facility Services	1,500.00	11_00_000_5101_230320
BARMATIC INSPECTING	B0005529	Bldg & Equipt Inspections	Admin Svcs	Facility Services	2,000.00	11_00_000_5101_220420
BARRETT PAVING MATERIALS	B0005530	Grounds Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230320
BEARING SERVICE	B0005531	Parts & Supplies	Admin Svcs	Facility Services	500.00	11_00_000_5101_230320
BELL FORK LIFT	B0005532	Maintenance Agreement	Admin Svcs	Facility Services	4,000.00	11_00_000_5101_220420
BERESFORD	B0005677	Printing/Copying Services	Admin Svcs	Campus Safety	7,000.00	11_00_000_5403_230110
BEST CHOICE POWER LLC	B0005533	Professional Services	Admin Svcs	Facility Services	3,000.00	11_00_000_5101_220420
BIANCO CHARTER	B0005353	Vehicle Rentals	Arts & Sciences	Soc/Art/Fit-Music	6,000.00	11_00_000_1873_220910

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BIG BANG LLC	B0005467	Software Licenses/Support	Admin Svcs	IT Services	1,700.00	11_00_000_5201_230140
BINELL BROTHERS	B0005382	Sharpening Services	Career & Tech	Business-Hospitality	2,000.00	11_00_000_2509_220410
BUCALO DRYWALL PAINTING	B0005535	Building Maint & Repairs	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_220420
CALERO SOFTWARE LLC	B0005507	Software Licenses/Support	Admin Svcs	IT Services	1,500.00	11_00_000_0000_350120
CANTON COMPUTERS	B0005380	Classroom Supplies	Career & Tech	Business-CIS	10,000.00	11_00_000_2506_230100
CAROLINA BIOLOGICAL SUPPLY	B0005364	Classroom Supplies	Arts & Sciences	Math&Sci-Biology	4,800.00	11_00_000_1403_230100
CATALOGIC SOFTWARE	B0005470	Software Licenses/Support	Admin Svcs	IT Services	6,500.00	11_00_000_5201_230140
CDI COMMUNICATIONS	B0005471	Software Licenses/Support	Admin Svcs	IT Services	2,399.00	11_00_000_5201_230140
CENTRAL AIR COMPRESSOR	B0005536	Repair Parts & Labor	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_230320
CINTAS	B0005538	Custodial Supplies	Admin Svcs	Facility Services	6,500.00	11_00_000_5101_230310
CLEANLITES RECYCLING	B0005539	Waste Disposal Services	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_220520
COCHRANE SUPPLY	B0005540	Equipment & Supplies	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_230320
COFFEE EXPRESS	B0005391	Food & Beverages	Career & Tech	Business-Hospitality 5101	1,000.00	13_00_000_2511_230600
COMCAST	B0005473	Internet Service Provider	Admin Svcs	IT Services	3,500.00	11_00_000_5201_220910
COMMERCIAL LAWNMOWER	B0005541	Repair Parts & Labor	Admin Svcs	Facility Services	4,000.00	11_00_000_5101_230310
CORRIGAN MOVING SYSTEMS	B0005722	Equipment Rentals	Financial Svcs	College Store	4,500.00	12_00_000_5603_240420
CRITTER CONTROL WESTLAND	B0005543	Service Agreement	Admin Svcs	Facility Services	2,000.00	11_00_000_5101_220520
CYNERGY WIRELESS	B0005678	Repair Parts & Labor	Admin Svcs	Campus Safety	1,200.00	11_00_000_5403_220410
D P SERVICES	B0005546	Repair Parts & Labor	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_220420
DAIKIN APPLIED	B0005547	Maintenance Agreement	Admin Svcs	Facility Services	3,408.00	11_00_000_5101_220420
DAIS,	B0005475	Software Licenses/Support	Admin Svcs	IT Services	9,495.00	11_00_000_5201_220910
DELTA FORMOST CHEMICAL	B0005711	Equipment & Supplies	Financial Svcs	Food Service	1,500.00	12_00_000_5602_220410
DETROIT SALT	B0005549	Grounds Supplies	Admin Svcs	Facility Services	2,000.00	11_00_000_5101_230320
DEWPOINT	B0005477	Maintenance Agreement	Admin Svcs	IT Services	11,000.00	11_00_000_5201_220410
DEWPOINT	B0005478	Computer Network Support	Admin Svcs	IT Services	2,400.00	11_00_000_5201_220910
DIGI-KEY	B0005422	Classroom Supplies	Career & Tech	Technology-Electrical	1,800.00	11_00_000_2508_230100
DOWNRIVER REFRIGERATION	B0005550	Parts & Supplies	Admin Svcs	Facility Services	1,500.00	11_00_000_5101_230320
DUKES HARDWARE	B0005551	Hardware & Tools	Admin Svcs	Facility Services	1,500.00	11_00_000_5101_230320
DUSTY DUCTS	B0005552	Building Maint & Repairs	Admin Svcs	Facility Services	9,000.00	11_00_000_5101_220420
EASYLINK SERVICES	B0005723	Internet & Web Services	Financial Svcs	College Store	800.00	12_00_000_5603_220910
EDWARD DON	B0005383	Food Prep Supplies/Equipt	Career & Tech	Business-Hospitality	6,000.00	11_00_000_2509_230100
ELECTRICAL INSPECTION	B0005554	Bldg & Equipt Inspections	Admin Svcs	Facility Services	1,200.00	11_00_000_5101_220520
ELECTRONIC SECURITY SYSTEMS	B0005679	Locksmith Services	Admin Svcs	Campus Safety	3,000.00	11_00_000_5403_220910
EMSL ANALYTICAL	B0005555	Test Materials & Services	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_220520
ENERTRON	B0005482	IT Services Provider	Admin Svcs	IT Services	6,500.00	11_00_000_5201_220410
ENGLISH GARDENS	B0005556	Grounds Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230320



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ENTERPRISE LEASING DETROIT	B0005460	Vehicle Rentals	Student Affairs	Athletics	3,000.00	11_00_000_3602_250140
ENTERPRISE LEASING DETROIT	B0005674	Vehicle Rentals	Financial Svcs	General Institutional	31.00	11_00_000_1101_250110
ENVIRONMENTAL CONSULTING	B0005557	Architectural/Engineering	Admin Svcs	Facility Services	12,000.00	11_00_000_5101_280410
EQ INDUSTRIAL SERVICES	B0005560	Waste Disposal Services	Admin Svcs	Facility Services	12,000.00	11_00_000_5101_220520
EQUIPMENT MATERIAL SALES LLC	B0005423	Classroom Supplies	Career & Tech	Technology-Electrical	2,300.00	11_00_000_2508_230100
EVER KOLD REFRIGERATION	B0005384	Repair Parts & Labor	Career & Tech	Business-Hospitality	10,000.00	11_00_000_2509_220410
EVER KOLD REFRIGERATION	B0005712	Repair Parts & Labor	Financial Svcs	Food Service	10,000.00	12_00_000_5602_220410
EVER KOLD REFRIGERATION	B0005561	Repair Parts & Labor	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_220420
EVOQUA WATER TECHNOLOGIES	B0005361	Maintenance Agreement	Arts & Sciences	Math&Sci-Chemistry	2,230.00	11_00_000_1404_220410
FAIRLANE FORD SALES	B0005681	Vehicle Maintenance	Admin Svcs	Campus Safety	2,000.00	11_00_000_5403_220410
FAIRLANE FORD SALES	B0005562	Vehicle Parts & Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230340
FARONICS TECHNOLOGIES USA	B0005483	Software Licenses/Support	Admin Svcs	IT Services	3,141.00	11_00_000_5201_220410
FED EX	B0005666	Shipping Services	Financial Svcs	Mailroom	2,000.00	11_00_000_5305_250400
FERGUSON ENTERPRISES	B0005563	Parts & Supplies	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_230320
FIFE-PEARCE ELECTRIC	B0005564	Repair Parts & Labor	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_220420
FISHER SCIENTIFIC	B0005357	Classroom Supplies	Arts & Sciences	Math&Sci-Biology	500.00	11_00_000_1403_230100
FLORENTIN BOTEZ	B0005348	Radio Programming Fees	Arts & Sciences	Communications-WHFR	720.00	11_00_000_1875_220910
FONTANESI KANN	B0005567	Repair Parts & Labor	Admin Svcs	Facility Services	1,500.00	11_00_000_5101_220420
FORD CREDIT	B0005514	Finance/Lease Agreement	Executive	President's Office	5,919.24	11_00_000_4001_250900
FORDSON CLEANERS	B0005441	Linen Service	Career & Tech	Workforce Development	2,500.00	11_00_000_2601_220910
FORDSON CLEANERS	B0005405	Linen Service	Career & Tech	Health-Nursing	2,000.00	11_00_000_2302_220910
FORDSON CLEANERS	B0005402	Linen Service	Career & Tech	Health-HCEC Programs	1,500.00	11_00_000_2211_220910
FRANK'S LANDSCAPING SUPPLIES	B0005568	Landscape Services	Admin Svcs	Facility Services	4,000.00	11_00_000_5101_220420
GALE GROUP	B0005371	Books/Media/Publications	Arts & Sciences	TLS-Library	11,000.00	11_00_000_1701_230200
GALE GROUP	B0005370	Books/Media/Publications	Arts & Sciences	TLS-Library	10,000.00	11_00_000_1701_280100
GARDA CL GREAT LAKES	B0005672	Armored Car Services	Financial Svcs	Financial Aid-Cashiers	5,000.00	11_00_000_3705_220910
GARDA CL GREAT LAKES	B0005724	Armored Car Services	Financial Svcs	College Store	3,000.00	12_00_000_5603_220910
GARDEN CITY RENTAL	B0005569	Equipment Rentals	Admin Svcs	Facility Services	2,000.00	11_00_000_5101_240420
GCS SERVICE	B0005385	Repair Parts & Labor	Career & Tech	Business-Hospitality	10,000.00	11_00_000_2509_220410
GCS SERVICE	B0005713	Repair Parts & Labor	Financial Svcs	Food Service	10,000.00	12_00_000_5602_220410
GE CAPITAL INFORMATION	B0005691	Finance/Lease Agreement	Information	Marketing-Graphics Center	5,000.00	11_00_000_5404_240420
GE CAPITAL INFORMATION	B0005692	Finance/Lease Agreement	Information	Marketing-Graphics Center	2,592.00	11_00_000_5404_240420
GE CAPITAL INFORMATION	B0005368	Finance/Lease Agreement	Arts & Sciences	TLS-Learning Lab	1,740.00	11_00_000_1701_240420
GEXPRO	B0005570	Building Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230320
GORDON FOOD SERVICE	B0005448	Food & Beverages	Student Affairs	Enroll Svcs-Admissions	500.00	11_00_000_3201_220910
GRAINGER	B0005571	Equipment & Supplies	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_230320

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GRAYBAR ELECTRIC	B0005572	Parts & Supplies	Admin Svcs	Facility Services	8,500.00	11_00_000_5101_230320
GREAT LAKES DATA SYSTEMS	B0005715	Maintenance Agreement	Financial Svcs	Food Service	8,000.00	12_00_000_5602_220410
GREAT LAKES DATA SYSTEMS	B0005386	Maintenance Agreement	Career & Tech	Business-Hospitality	3,500.00	11_00_000_2509_220410
GREAT LAKES GYPSUM SUPPLY	B0005573	Carpentry Supplies	Admin Svcs	Facility Services	3,000.00	11_00_000_5101_230320
GREAT LAKES TELECOMMUNICATIONS	B0005734	Telephone Service	Financial Svcs	General Institutional	4,464.00	11_00_000_5101_240200
GUARDIAN PLUMBING HEATING	B0005576	Construction Services	Admin Svcs	Facility Services	11,600.00	58_00_054_7702_390200
HARLAND TECHNOLOGY SERVICES	B0005406	Maintenance Agreement	Career & Tech	Health-Nursing	1,300.00	11_00_000_2302_220910
HAYES GRINDING SERVICE	B0005693	Sharpening Services	Information	Marketing-Graphics Center	350.00	11_00_000_5404_220410
HEALEY FIRE PROTECTION	B0005577	Bldg & Equipt Inspections	Admin Svcs	Facility Services	2,000.00	11_00_000_5101_220520
HIGHER ONE	B0005673	Professional Services	Financial Svcs	Financial Aid-Cashiers	10,000.00	11_00_000_5401_250150
H-O-H CHEMICALS	B0005578	Service Agreement	Admin Svcs	Facility Services	12,000.00	11_00_000_5101_230310
HOME DEPOT	B0005579	Building Materials	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_230320
HOME DEPOT	B0005414	Classroom Supplies	Career & Tech	Technology-Arch/Constr	9,000.00	11_00_000_2502_230100
HONEYWELL INTERNATIONAL	B0005582	Repair Parts & Labor	Admin Svcs	Facility Services	4,778.00	11_00_000_5101_220410
HONEYWELL INTERNATIONAL	B0005581	Service Agreement	Admin Svcs	Facility Services	2,350.00	11_00_000_5103_220420
HONEYWELL INTERNATIONAL	B0005580	Service Agreement	Admin Svcs	Facility Services	2,234.00	11_00_000_5103_220420
IDN HARDWARE SALES	B0005583	Carpentry Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230320
IMPRESSIONS SPECIALTY ADVERT	B0005682	Uniforms & Supplies	Admin Svcs	Campus Safety	3,000.00	11_00_000_5403_230110
INDUSTRIAL CAREERS PATHWAY	B0005379	Test Materials & Services	Career & Tech	Business & Computer Tech	2,400.00	11_00_000_2101_220910
INVITROGEN	B0005358	Classroom Supplies	Arts & Sciences	Math&Sci-Biology	500.00	11_00_000_1403_230100
IRON MOUNTAIN SECURE SHREDDING	B0005663	Document Storage/Disposal	Financial Svcs	Financial Services	7,250.00	11_00_000_5301_220910
IRON MOUNTAIN SECURE SHREDDING	B0005453	Document Storage/Disposal	Student Affairs	Enroll Svcs-Registration	2,500.00	11_00_000_3501_220910
ITW FEG LLC	B0005717	Food Prep Supplies/Equipt	Financial Svcs	Food Service	2,500.00	12_00_000_5602_280220
J A SEXAUER	B0005650	Parts & Supplies	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_230320
J W PEPPER SON	B0005355	Classroom Supplies	Arts & Sciences	Soc/Art/Fit-Music	2,000.00	11_00_000_1207_230100
JACK'S BIKE SHOP	B0005683	Repair Parts & Labor	Admin Svcs	Campus Safety	500.00	11_00_000_5403_220410
JACOBSEN	B0005584	Parts & Supplies	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_220420
JOHN DEERE LANSCAPES	B0005586	Landscape Supplies	Admin Svcs	Facility Services	2,000.00	11_00_000_5101_230320
JOHNSON CONTROLS	B0005587	Service Agreement	Admin Svcs	Facility Services	9,540.00	11_00_000_5101_220420
JOINT CLUTCH GEAR SERVICE	B0005589	Repair Parts & Labor	Admin Svcs	Facility Services	500.00	11_00_000_5101_230340
JRB SOFTWARE	B0005486	Software Licenses/Support	Admin Svcs	IT Services	495.00	11_00_000_5201_230140
K L MCCOY ASSOCIATES	B0005590	Repair Parts & Labor	Admin Svcs	Facility Services	2,000.00	11_00_000_5101_220420
KEARNS BROTHERS	B0005591	Building Maint & Repairs	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_220420
KERRY DANIEL C	B0005592	Welding Supplies/Services	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_220420
KOMER CARBONICS	B0005718	Food Prep Supplies/Equipt	Financial Svcs	Food Service	1,000.00	12_00_000_5602_230500
KROGER	B0005393	Food & Beverages	Career & Tech	Business-Hospitality 5101	500.00	13_00_000_2511_230600

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KROGER	B0005449	Food & Beverages	Student Affairs	Enroll Svcs-Admissions	500.00	11_00_000_3201_220910
LANDSCAPE SUPPLY	B0005593	Landscape Supplies	Admin Svcs	Facility Services	3,000.00	11_00_000_5101_250900
LESLIES POOLMART	B0005594	Grounds Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230320
LIBERTY PLUMBING SUPPLY	B0005595	Plumbing Supplies	Admin Svcs	Facility Services	9,000.00	11_00_000_5101_230320
LIGHTMASTERS ELECTRICAL	B0005596	Repair Parts & Labor	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_220420
LOWER HURON SUPPLY	B0005597	Parts & Supplies	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_220420
LOWE'S HOME IMPROVEMENT	B0005598	Building Materials	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_230320
LYNCH'S	B0005352	Classroom Supplies	Arts & Sciences	Soc/Art/Fit-Fitness	400.00	11_00_000_1874_230100
MACOMB GROUP	B0005599	Building Materials	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_230320
MADISON ELECTRIC	B0005600	Parts & Supplies	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_230320
MASTER CRAFT CARPET SERVICE	B0005602	Building Materials	Admin Svcs	Facility Services	5,065.84	11_00_000_5101_230320
MATTHEW BENDER	B0005372	Books/Media/Publications	Arts & Sciences	TLS-Library	3,000.00	11_00_000_1701_230200
MCGRAW WENTWORTH	B0005730	Consulting Services	Admin Svcs	Human Resources	1.00	11_00_000_6001_220910
MICHIGAN INDUSTRIAL BELTING	B0005603	Parts & Supplies	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_230320
MICHIGAN MECHANICAL SERVICES	B0005604	Repair Parts & Labor	Admin Svcs	Facility Services	8,000.00	11_00_000_5101_220420
MICROSCOPE SOLUTIONS	B0005359	Repair Parts & Labor	Arts & Sciences	Math&Sci-Biology	1,500.00	11_00_000_1403_220410
MIDWEST COLLABORATIVE FOR	B0005373	Books/Media/Publications	Arts & Sciences	TLS-Library	9,000.00	11_00_000_1701_230200
MIDWESTERN HIGHER EDUCATION	B0005489	Software Licenses/Support	Admin Svcs	IT Services	3,000.00	11_00_000_5201_250010
MORNING STAR PUBLISHING	B0005461	Printing/Copying Services	Student Affairs	Mirror Newspaper	10,500.00	11_00_000_3772_220910
MXTOOLS	B0005490	Software Licenses/Support	Admin Svcs	IT Services	1,000.00	11_00_000_5201_230140
NAI	B0005605	Building Materials	Admin Svcs	Facility Services	2,000.00	11_00_000_5101_230320
NAPA GENUINE PARTS	B0005606	Vehicle Parts & Supplies	Admin Svcs	Facility Services	7,500.00	11_00_000_5101_230340
NAPA GENUINE PARTS	B0005417	Classroom Supplies	Career & Tech	Technology-Automotive	500.00	11_00_000_2503_230100
NATIONAL RESTORATION	B0005607	Construction Services	Admin Svcs	Facility Services	10,955.00	11_00_000_5101_220420
NATIONAL RESTORATION	B0005608	Building Maint & Repairs	Admin Svcs	Facility Services	5,000.00	11_00_000_5101_280400
NEBRASKA BOOK	B0005725	Internet & Web Services	Financial Svcs	College Store	9,000.00	12_00_000_5603_220910
NETSUPPORT	B0005491	Software Licenses/Support	Admin Svcs	IT Services	3,800.00	11_00_000_5201_230140
NEW RELIC	B0005492	Software Licenses/Support	Admin Svcs	IT Services	3,804.00	11_00_000_5201_230140
NEW RELIC	B0005508	Software Licenses/Support	Admin Svcs	IT Services	3,804.00	11_00_000_5201_230140
NEXT GENERATION ENVIRONMENTAL	B0005610	Waste Disposal Services	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_220520
OFFICE DEPOT	B0005454	Office Supplies	Student Affairs	Enrollment Services	10,000.00	11_00_000_3706_230110
OFFICE DEPOT	B0005442	Classroom Supplies	Career & Tech	Workforce Development	7,000.00	11_00_000_2601_230110
OFFICE DEPOT	B0005731	Office Supplies	Admin Svcs	Human Resources	1,500.00	11_00_000_6001_230110
OFFICE DEPOT	B0005671	Office Supplies	Financial Svcs	Financial Aid	1,000.00	11_00_000_3301_230110
OLD GLORY FLAGS FLAGPOLES	B0005612	Grounds Supplies	Admin Svcs	Facility Services	3,000.00	11_00_000_5101_220420
ORACLE	B0005401	Maintenance Agreement	Admin Svcs	IT Services	9,769.97	11_00_000_5201_220410

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O'REILLY AUTO PARTS	B0005418	Classroom Supplies	Career & Tech	Technology-Automotive	2,000.00	11_00_000_2503_230100
OSCAR W LARSON	B0005613	Bldg & Equipt Inspections	Admin Svcs	Facility Services	5,000.00	11_00_000_5101_220520
PACIFIC OIL RESOURCES	B0005614	Waste Disposal Services	Admin Svcs	Facility Services	3,500.00	11_00_000_5101_220520
PAT MILLIKEN FORD	B0005419	Classroom Supplies	Career & Tech	Technology-Automotive	1,950.00	11_00_000_2503_230100
PETER BASSO ASSOCIATES	B0005616	Architectural/Engineering	Admin Svcs	Facility Services	3,144.21	58_00_034_0000_390200
PETER BASSO ASSOCIATES	B0005617	Architectural/Engineering	Admin Svcs	Facility Services	1,893.29	58_00_034_0000_390200
PETER BASSO ASSOCIATES	B0005615	Architectural/Engineering	Admin Svcs	Facility Services	1,590.00	58_00_034_0000_390200
PIPER SCHOOL EQUIPMENT	B0005618	Repair Parts & Labor	Admin Svcs	Facility Services	4,000.00	11_00_000_5101_220420
PITNEY BOWES	B0005668	Maintenance Agreement	Financial Svcs	Mailroom	2,976.00	11_00_000_5301_220410
PITNEY BOWES	B0005669	Parts & Supplies	Financial Svcs	Mailroom	1,000.00	11_00_000_5301_230110
PITNEY BOWES	B0005667	Equipment Rentals	Financial Svcs	Mailroom	768.00	11_00_000_5301_240420
PLANTERRA GREENHOUSES	B0005619	Service Agreement	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_220520
POCO SALES	B0005620	Signs/Nameplates	Admin Svcs	Facility Services	8,294.76	11_00_000_5101_250900
POND, GREGORY A	B0005354	Repair Parts & Labor	Arts & Sciences	Soc/Art/Fit-Music	2,500.00	11_00_000_1207_220410
POWER PLUS ENGINEERING, INC.	B0005621	Construction Services	Admin Svcs	Facility Services	12,000.00	58_00_044_0000_390200
POWERVAC MICHIGAN	B0005622	Cleaning & Maintenance	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_220420
PREMIER PEST MANAGEMENT	B0005623	Service Agreement	Admin Svcs	Facility Services	7,000.00	11_00_000_5101_220520
PRESSTEK	B0005495	Maintenance Agreement	Admin Svcs	IT Services	2,600.00	11_00_000_5201_220410
PRESSTEK	B0005664	Maintenance Agreement	Financial Svcs	Financial Services	1,300.00	11_00_000_0000_350120
PRESSTEK	B0005455	Maintenance Agreement	Student Affairs	Enrollment Services	1,210.00	11_00_000_3701_220410
PRODUCTION TOOL SUPPLY	B0005624	Tools	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230320
PROFESSIONAL GROUNDS SERVICES	B0005625	Landscape Services	Admin Svcs	Facility Services	7,000.00	11_00_000_5101_220420
PURVIS FOSTER	B0005626	Welding Supplies/Services	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_220420
QS/1 DATA SYSTEMS	B0005412	Software Licenses/Support	Career & Tech	Health-Pharmacy Tech	600.00	11_00_000_2210_230140
QUALITY AIR SERVICE	B0005627	Bldg & Equipt Inspections	Admin Svcs	Facility Services	5,000.00	11_00_000_5101_220520
R L DEPPMAN	B0005628	Repair Parts & Labor	Admin Svcs	Facility Services	9,000.00	11_00_000_5101_230320
R SIMON ELECTRIC LLC	B0005629	Repair Parts & Labor	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_220420
RADIATION DETECTION	B0005413	Radiation Dosimetry Svc	Career & Tech	Health-Radiography	3,320.00	11_00_000_2212_230100
REPROGRAPHICS ONE	B0005415	Classroom Supplies	Career & Tech	Technology-Arch/Constr	10,385.00	11_00_000_2502_230100
RICHARD BOHL	B0005387	Architectural/Engineering	Career & Tech	Business-Hospitality	5,000.00	11_00_000_2509_220910
RICOH USA	B0005698	Finance/Lease Agreement	Information	Marketing-Graphics Center	13,000.00	11_00_000_5404_240420
RICOH USA	B0005694	Parts & Supplies	Information	Marketing-Graphics Center	7,000.00	11_00_000_5404_230130
RICOH USA	B0005456	Copier Rentals	Student Affairs	Enrollment Services	6,000.00	11_00_000_3701_220910
RICOH USA	B0005736	Finance/Lease Agreement	Financial Svcs	General Institutional	3,648.00	11_00_000_5407_220910
RICOH USA	B0005695	Maintenance Agreement	Information	Marketing-Graphics Center	3,600.00	11_00_000_5404_220410
RICOH USA	B0005696	Maintenance Agreement	Information	Marketing-Graphics Center	3,600.00	11_00_000_5404_220410

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RICOH USA	B0005732	Finance/Lease Agreement	Admin Svcs	Human Resources	2,550.00	11_00_000_6001_240420
RICOH USA	B0005443	Maintenance Agreement	Career & Tech	Workforce Development	2,000.00	11_00_000_2601_220910
RICOH USA	B0005737	Maintenance Agreement	Financial Svcs	General Institutional	2,000.00	11_00_000_5407_220910
RICOH USA	B0005374	Maintenance Agreement	Arts & Sciences	TLS-Library	1,968.00	11_00_000_1701_250900
RICOH USA	B0005378	Maintenance Agreement	Arts & Sciences	TLS-Learning Lab	1,500.00	11_00_000_1104_220910
RICOH USA	B0005739	Copier Rentals	Financial Svcs	VP Financial Services	1,200.00	11_00_000_5401_240420
RICOH USA	B0005445	Maintenance Agreement	Student Affairs	Counseling	600.00	11_00_000_3101_220410
RICOH USA	B0005726	Copier Rentals	Financial Svcs	College Store	500.00	12_00_000_5603_240420
RICOH USA	B0005444	Copier Rentals	Student Affairs	Counseling	350.00	11_00_000_3101_230100
RICOH USA	B0005375	Copier Rentals	Arts & Sciences	TLS-Library	300.00	11_00_000_1701_240420
RICOH USA	B0005684	Copier Rentals	Admin Svcs	Campus Safety	300.00	11_00_000_5403_220910
RICOH USA	B0005347	Maintenance Agreement	Arts & Sciences	Communications-English	250.00	11_00_000_1102_220410
RICOH USA	B0005462	Copier Rentals	Student Affairs	Student Activities	200.00	11_00_000_3704_220910
RIVER OAKS MARATHON	B0005632	Repair Parts & Labor	Admin Svcs	Facility Services	500.00	11_00_000_5101_220420
ROC SOFTWARE SYSTEMS	B0005496	Software Licenses/Support	Admin Svcs	IT Services	2,370.00	11_00_000_5201_230140
ROGERS ELECTRIC SUPPLY	B0005633	Parts & Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230320
SAFETY-KLEEN	B0005420	Service Agreement	Career & Tech	Technology-Automotive	1,900.00	11_00_000_2503_240420
SCHILBE TREE CARE	B0005636	Landscape Services	Admin Svcs	Facility Services	5,000.00	11_00_000_5101_220420
SCHOOLDUDE COM	B0005637	Internet & Web Services	Admin Svcs	Facility Services	5,528.25	11_00_000_5101_220210
SECURITY	B0005687	Repair Parts & Labor	Admin Svcs	Campus Safety	7,500.00	11_00_000_5403_250900
SECURITY CENTRAL	B0005688	Security Monitoring Svc	Admin Svcs	Campus Safety	3,139.63	11_00_000_5403_220910
SEHI COMPUTER PRODUCTS	B0005457	Computer/Printer Supplies	Student Affairs	Enrollment Services	12,000.00	11_00_000_3706_230110
SELL'S EQUIPMENT	B0005638	Parts & Supplies	Admin Svcs	Facility Services	5,000.00	11_00_000_5101_220420
SENTINEL TECHNOLOGIES	B0005498	Computer Network Support	Admin Svcs	IT Services	2,100.00	58_00_043_0000_390200
SHEER SHOP	B0005639	Repair Parts & Labor	Admin Svcs	Facility Services	6,000.00	11_00_000_5101_220420
SHERWIN WILLIAMS	B0005640	Paint & Painting Supplies	Admin Svcs	Facility Services	10,000.00	11_00_000_5101_230320
SHRED-IT USA	B0005458	Document Storage/Disposal	Student Affairs	Enrollment Services	3,000.00	11_00_000_3701_220910
SHRED-IT USA	B0005446	Document Storage/Disposal	Student Affairs	Counseling	1,300.00	11_00_000_3101_220910
SHRED-IT USA	B0005408	Document Storage/Disposal	Career & Tech	Health-Nursing	1,000.00	11_00_000_2201_220910
SHRED-IT USA	B0005665	Document Storage/Disposal	Financial Svcs	Financial Services	600.00	11_00_000_5301_220910
SHRED-IT USA	B0005363	Document Storage/Disposal	Arts & Sciences	Math&Sci-Math & Science	500.00	11_00_000_1301_220910
SHRED-IT USA	B0005727	Document Storage/Disposal	Financial Svcs	College Store	450.00	12_00_000_5603_220910
SHRED-IT USA	B0005689	Document Storage/Disposal	Admin Svcs	Campus Safety	420.00	11_00_000_5403_220910
SHRED-IT USA	B0005733	Document Storage/Disposal	Development	Development Office	420.00	11_00_000_7001_220910
SHRED-IT USA	B0005738	Document Storage/Disposal	Financial Svcs	General Institutional	420.00	11_00_000_6001_220910
SIGNGRAPHIX	B0005641	Signs/Nameplates	Admin Svcs	Facility Services	5,000.00	11_00_000_5101_220910

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SMIDDY STEPHEN M	B0005690	Locksmith Services	Admin Svcs	Campus Safety	2,000.00	11_00_000_5403_220910
SOLARWINDS	B0005500	Software Licenses/Support	Admin Svcs	IT Services	9,700.00	11_00_000_5201_230140
SOS PLYMOUTH	B0005388	Maintenance Agreement	Career & Tech	Business-Hospitality	600.00	11_00_000_2509_220410
SOURCE 4	B0005501	Software Licenses/Support	Admin Svcs	IT Services	1,750.00	11_00_000_5201_230140
STANTEC ARCHITECTURE	B0005646	Architectural/Engineering	Admin Svcs	Facility Services	458.98	11_00_000_5101_280410
START-ALL ENTERPRISES	B0005648	Parts & Supplies	Admin Svcs	Facility Services	7,000.00	11_00_000_5101_230320
STERIS	B0005360	Maintenance Agreement	Arts & Sciences	Math&Sci-Biology	4,196.21	11_00_000_1403_220410
SUNGLO CARPET CLEANING	B0005649	Cleaning & Maintenance	Admin Svcs	Facility Services	11,000.00	11_00_000_5101_220420
SUPERIOR FISH	B0005396	Food & Beverages	Career & Tech	Business-Hospitality 5101	10,000.00	13_00_000_2511_230600
SUPERLUMIN NETWORKS LLC	B0005502	Software Licenses/Support	Admin Svcs	IT Services	8,655.25	11_00_000_5201_230140
SYSCO FOOD SERVICES DETROIT	B0005397	Food & Beverages	Career & Tech	Business-Hospitality 5101	6,000.00	13_00_000_2511_230600
SYSCO FOOD SERVICES DETROIT	B0005389	Food Prep Supplies/Equipmt	Career & Tech	Business-Hospitality	1,000.00	11_00_000_2509_230100
SYSTEME	B0005381	Computer Network Support	Career & Tech	Business-CIS	7,500.00	11_00_000_2506_220210
TECHVIDEO SOLUTIONS	B0005504	Maintenance Agreement	Admin Svcs	IT Services	5,500.00	11_00_000_5201_220410
THERMAL-NETICS, INC.	B0005651	Repair Parts & Labor	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_220420
TOOLBARSTUDIO	B0005505	Software Licenses/Support	Admin Svcs	IT Services	3,900.00	11_00_000_5201_230140
TOTAL VENDING	B0005720	Food & Beverages	Financial Svcs	Food Service	0.01	12_00_000_5602_330100
TRADESMEN FASTENER TOOL	B0005652	Hardware & Tools	Admin Svcs	Facility Services	5,000.00	11_00_000_5101_230320
TRANE	B0005653	Repair Parts & Labor	Admin Svcs	Facility Services	2,500.00	11_00_000_5101_220420
TREEHOUSE ISLAND	B0005506	Internet & Web Services	Admin Svcs	IT Services	650.00	11_00_000_5201_230140
TROXELL COMMUNICATIONS	B0005365	Audio-Visual Installation	Arts & Sciences	TLS-Instructional Tech	13,104.00	11_00_000_1105_230100
TROXELL COMMUNICATIONS	B0005366	Audio-Visual Installation	Arts & Sciences	TLS-Instructional Tech	12,412.00	11_00_000_1105_230100
TROXELL COMMUNICATIONS	B0005367	Audio-Visual Installation	Arts & Sciences	TLS-Instructional Tech	7,100.00	11_00_000_0000_320120
UNITED RENT-ALL	B0005654	Equipment Rentals	Admin Svcs	Facility Services	2,000.00	11_00_000_5101_240420
UNIVERSAL WEATHERSTRIP	B0005655	Carpentry Supplies	Admin Svcs	Facility Services	1,000.00	11_00_000_5101_230320
VALLEY CITY LINEN	B0005390	Linen Service	Career & Tech	Business-Hospitality	9,000.00	11_00_000_2509_230100
VENTURE DISTRIBUTING	B0005657	Building Supplies	Admin Svcs	Facility Services	3,000.00	11_00_000_5101_230320
WATERWAYS IRRIGATION	B0005658	Repair Parts & Labor	Admin Svcs	Facility Services	4,000.00	11_00_000_5101_220420
WEINGARTZ SUPPLY	B0005659	Parts & Supplies	Admin Svcs	Facility Services	5,000.00	11_00_000_5101_230320
WEISBERG CONSULTING	B0005510	Software Licenses/Support	Admin Svcs	IT Services	800.00	11_00_000_5201_230140
WEST GROUP	B0005399	Internet & Web Services	Career & Tech	Business-Paralegal	11,000.00	11_00_000_2101_250900
WESTBORN MARKET	B0005398	Food & Beverages	Career & Tech	Business-Hospitality 5101	3,500.00	13_00_000_2511_230600
WINZIP COMPUTING LLC	B0005511	Software Licenses/Support	Admin Svcs	IT Services	2,160.00	11_00_000_5201_230140
WOLVERINE POWER SYSTEMS	B0005660	Maintenance Agreement	Admin Svcs	Facility Services	1,550.00	11_00_000_5101_220420
WYANDOTTE WELDING SUPPLY	B0005661	Welding Supplies/Services	Admin Svcs	Facility Services	3,000.00	11_00_000_5101_230320
WYANDOTTE WELDING SUPPLY	B0005425	Welding Supplies/Services	Career & Tech	Technology-Energy	2,000.00	11_00_000_2512_230100

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WYANDOTTE WELDING SUPPLY	B0005362	Gas Cylinder Rent/Refill	Arts & Sciences	Math&Sci-Chemistry	250.00	11_00_000_1404_230100
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**Henry Ford College**  
**Blanket Purchase Order (BPO) Listing - Over \$13,188**  
**Effective July 1, 2015**

<u>Vendor Name</u>	<u>BPO #</u>	<u>Description</u>	<u>Division</u>	<u>Department</u>	<u>Total Amount</u>	<u>Account Number</u>
21ST CENTURY MEDIA-MICHIGAN	B0005701	Advertising	Information	Marketing-Communications	111,000.00	11_00_000_5410_220220
ACCONTEMPS	B0005426	Consulting Services	Career & Tech	Technology-Project Grants	20,000.00	14_00_000_2703_251006
ACT	B0005450	Test Materials & Services	Student Affairs	Enroll Svcs-Assessment	49,000.00	11_00_000_3502_220910
ADOBE SYSTEMS	B0005465	Software Licenses/Support	Admin Svcs	IT Services	60,000.00	11_00_000_5201_230140
AIR FILTER EQUIPMENT	B0005518	Building Supplies	Admin Svcs	Facility Services	27,500.00	11_00_000_5101_230320
AMERICAN SPRINKLER LANDSCAPE	B0005521	Landscape Services	Admin Svcs	Facility Services	14,000.00	11_00_000_5102_220420
ARAB AMERICAN NEWS	B0005704	Advertising	Information	Marketing-Communications	15,600.00	11_00_000_5410_220220
ASSA ABLOY ENTRANCE SYSTEMS	B0005525	Maintenance Agreement	Admin Svcs	Facility Services	17,000.00	11_00_000_5101_220420
BEWICK PUBLICATIONS	B0005705	Advertising	Information	Marketing-Communications	20,000.00	11_00_000_5410_220220
BRICKMAN GROUP	B0005534	Landscape Services	Admin Svcs	Facility Services	25,000.00	11_00_000_5101_220420
C/D/H	B0005468	Consulting Services	Admin Svcs	IT Services	50,000.00	11_00_000_5201_220910
CANTON COMPUTERS	B0005469	Computer/Printer Supplies	Admin Svcs	IT Services	40,000.00	11_00_000_5201_230120
CDW GOVERNMENT	B0005472	Software Licenses/Support	Admin Svcs	IT Services	45,000.00	11_00_000_5201_230140
CES WATERFORD	B0005537	Building Supplies	Admin Svcs	Facility Services	15,000.00	11_00_000_5101_230320
COCA COLA	B0005709	Food & Beverages	Financial Svcs	Food Service	50,000.00	12_00_000_5602_330100
COCHRAN BROTHERS	B0005710	Food & Beverages	Financial Svcs	Food Service	25,000.00	12_00_000_5602_330100
COLLEGE SCHEDULER LLC	B0005451	Internet & Web Services	Student Affairs	Enroll Svcs-Registration	15,000.00	11_00_000_3505_230140
COMCAST	B0005474	Internet Service Provider	Admin Svcs	IT Services	49,188.00	11_00_000_5201_220910
CORRIGAN OIL NO 2	B0005542	Gasoline/Diesel Fuel	Admin Svcs	Facility Services	24,000.00	11_00_000_5101_230340
CREC	B0005427	Consulting Services	Career & Tech	Technology-Project Grants	300,000.00	14_00_000_2703_220910
CSM MECHANICAL	B0005545	Construction Services	Admin Svcs	Facility Services	83,542.84	58_00_034_0000_390200
CSM MECHANICAL	B0005544	Construction Services	Admin Svcs	Facility Services	56,431.00	58_00_034_0000_390200
DETROIT ELEVATOR	B0005548	Maintenance Agreement	Admin Svcs	Facility Services	15,000.00	11_00_000_5101_220420
DETROIT MEDIA PARTNERSHIP LP	B0005729	Advertising	Admin Svcs	Human Resources	30,000.00	11_00_000_6001_220220
DEWPOINT	B0005476	Software Licenses/Support	Admin Svcs	IT Services	14,000.00	11_00_000_5201_230140
EDWARDS GLASS	B0005553	Repair Parts & Labor	Admin Svcs	Facility Services	17,000.00	11_00_000_5101_220420
ELECTRONIC SECURITY SYSTEMS	B0005680	Repair Parts & Labor	Admin Svcs	Campus Safety	32,000.00	11_00_000_5403_220410
ELLUCIAN	B0005479	Software Licenses/Support	Admin Svcs	IT Services	425,000.00	11_00_000_5201_230140
ELLUCIAN	B0005481	Software Licenses/Support	Admin Svcs	IT Services	161,600.00	58_00_046_0000_390200
ELLUCIAN	B0005480	Consulting Services	Admin Svcs	IT Services	30,000.00	11_00_000_5201_220910
ELSEVIER	B0005403	Test Materials & Services	Career & Tech	Health-Nursing	160,000.00	13_00_000_2302_230100
ELSEVIER	B0005404	Test Materials & Services	Career & Tech	Health-Nursing	25,600.00	13_00_000_2302_230100
EMERY PRATT	B0005369	Books/Media/Publications	Arts & Sciences	TLS-Library	38,000.00	11_00_000_1701_280100
EMSI	B0005463	Consulting Services	Information	Research & Planning	38,075.00	11_00_000_5407_220910
ENVISION BUILDERS	B0005559	Construction Services	Admin Svcs	Facility Services	189,605.06	58_00_054_7702_390200
ENVISION BUILDERS	B0005558	Construction Services	Admin Svcs	Facility Services	18,881.37	58_00_037_7715_390200
FINDLEY DAVIES	B0005728	Consulting Services	Admin Svcs	VP Administrative Svcs	59,670.62	11_00_000_5701_220910



FIRE EQUIPMENT COMPANY	B0005565	Bldg & Equipmt Inspections	Admin Svcs	Facility Services	13,500.00	11_00_000_5101_220520
GORDON FOOD SERVICE	B0005714	Food & Non-Food Items	Financial Svcs	Food Service	360,000.00	12_00_000_5602_230500
GORDON FOOD SERVICE	B0005392	Food & Non-Food Items	Career & Tech	Business-Hospitality 5101	72,000.00	13_00_000_2511_230600
GROW-IT-GREEN LAWN	B0005574	Landscape Services	Admin Svcs	Facility Services	15,000.00	11_00_000_5101_250900
GUARDIAN PLUMBING HEATING	B0005575	Repair Parts & Labor	Admin Svcs	Facility Services	20,000.00	11_00_000_5101_220420
GWAVA TECHNOLOGIES	B0005484	Software Licenses/Support	Admin Svcs	IT Services	18,000.00	11_00_000_5201_230140
HERFF JONES	B0005452	Diploma Services	Student Affairs	Enroll Svcs-Registration	30,000.00	11_00_000_3506_250900
INFORMATION BUILDERS	B0005485	Software Licenses/Support	Admin Svcs	IT Services	33,000.00	11_00_000_5201_230140
INFORMATION BUILDERS	B0005464	Software Licenses/Support	Information	Research & Planning	30,000.00	11_00_000_4110_230140
INTERACT COMMUNICATIONS	B0005706	Professional Services	Information	Marketing-Communications	88,650.00	11_00_000_5410_220220
INT'L UNITED AUTO WORKERS	B0005428	Consulting Services	Career & Tech	Technology-Project Grants	121,000.00	14_00_000_2703_220910
INTRASTATE DISTRIBUTORS	B0005716	Food & Beverages	Financial Svcs	Food Service	30,000.00	12_00_000_5602_330100
JG MECHANICAL LLC	B0005585	Repair Parts & Labor	Admin Svcs	Facility Services	30,000.00	11_00_000_5101_220420
JOHNSON CONTROLS	B0005588	Service Agreement	Admin Svcs	Facility Services	85,250.00	11_00_000_5101_220420
LAGRASSO BROTHERS	B0005394	Food & Beverages	Career & Tech	Business-Hospitality 5101	25,000.00	13_00_000_2511_230600
MAINS LANDSCAPE SUPPLY	B0005601	Landscape Supplies	Admin Svcs	Facility Services	20,000.00	11_00_000_5101_250900
MCKESSON GENERAL MEDICAL	B0005407	Classroom Supplies	Career & Tech	Health-Nursing	18,000.00	11_00_000_2302_230100
MERIT NETWORK	B0005487	Internet Service Provider	Admin Svcs	IT Services	39,588.00	11_00_000_5201_220910
MERIT NETWORK, INC.	B0005488	Software Licenses/Support	Admin Svcs	IT Services	20,245.00	11_00_000_5201_230140
MICHIGAN COMMUNITY COLLEGE	B0005707	Advertising	Information	Marketing-Communications	21,000.00	11_00_000_5410_220220
MOODLEROOMS	B0005735	Internet & Web Services	Financial Svcs	General Institutional	72,200.00	11_00_000_1105_230140
NATIONAL TIME SIGNAL	B0005609	Repair Parts & Labor	Admin Svcs	Facility Services	20,000.00	11_00_000_5101_220420
NICHOLS PAPER SUPPLY	B0005611	Custodial Supplies	Admin Svcs	Facility Services	15,000.00	11_00_000_5101_230310
NOVELL	B0005493	Software Licenses/Support	Admin Svcs	IT Services	110,000.00	11_00_000_5201_230140
ORACLE	B0005400	Software Licenses/Support	Admin Svcs	IT Services	153,720.98	11_00_000_5201_230140
ORBITAK INTERNATIONAL LLC	B0005429	Consulting Services	Career & Tech	Technology-Project Grants	100,000.00	14_00_000_2703_220910
PENDARAN	B0005430	Consulting Services	Career & Tech	Technology-Project Grants	18,000.00	14_00_000_2703_220910
PEPSI COLA	B0005719	Food & Beverages	Financial Svcs	Food Service	25,000.00	12_00_000_5602_330100
PERCEPTIVE SOFTWARE	B0005494	Software Licenses/Support	Admin Svcs	IT Services	41,000.00	11_00_000_5201_230140
PUBLIC RADIO INTERNATIONAL	B0005349	Radio Programming Fees	Arts & Sciences	Communications-WHFR	15,600.00	11_00_000_1875_220910
R SIMON ELECTRIC LLC	B0005631	Construction Services	Admin Svcs	Facility Services	236,900.00	58_00_034_0000_390200
R SIMON ELECTRIC LLC	B0005630	Construction Services	Admin Svcs	Facility Services	22,419.00	58_00_034_0000_390200
RICOH USA	B0005697	Maintenance Agreement	Information	Marketing-Graphics Center	190,000.00	11_00_000_5404_220410
ROYAL ROOFING	B0005635	Construction Services	Admin Svcs	Facility Services	228,800.00	58_00_048_7705_390200
ROYAL ROOFING	B0005634	Repair Parts & Labor	Admin Svcs	Facility Services	25,000.00	11_00_000_5101_220420
SAAD WHOLESALE MEATS	B0005395	Food & Beverages	Career & Tech	Business-Hospitality 5101	14,000.00	13_00_000_2511_230600
SECURITAS SECURITY SERVICES	B0005685	Security Services	Admin Svcs	Campus Safety	464,000.00	11_00_000_5403_220510
SECURITY	B0005686	Repair Parts & Labor	Admin Svcs	Campus Safety	46,323.00	11_00_000_5403_220410
SENTINEL TECHNOLOGIES	B0005497	Maintenance Agreement	Admin Svcs	IT Services	108,400.00	11_00_000_5201_220410
SENTINEL TECHNOLOGIES	B0005499	Equipment & Supplies	Admin Svcs	IT Services	50,000.00	11_00_000_5201_220410
SKILLED WORKFORCE	B0005431	Consulting Services	Career & Tech	Technology-Project Grants	350,000.00	14_00_000_2703_220990
SMIDDY STEPHEN M	B0005642	Locksmith Services	Admin Svcs	Facility Services	30,000.00	11_00_000_5101_220420
SOIL MATERIALS ENGINEERS	B0005643	Architectural/Engineering	Admin Svcs	Facility Services	15,000.00	11_00_000_5101_280410
SOIL MATERIALS ENGINEERS	B0005644	Architectural/Engineering	Admin Svcs	Facility Services	15,000.00	58_00_057_0000_390200

STANTEC ARCHITECTURE	B0005647	Architectural/Engineering	Admin Svcs	Facility Services	24,199.25	11_00_000_5101_280410
STANTEC ARCHITECTURE	B0005645	Architectural/Engineering	Admin Svcs	Facility Services	23,829.60	58_00_044_0000_390200
SYSTIME	B0005503	Computer Network Support	Admin Svcs	IT Services	275,000.00	11_00_000_5201_220910
TEGRITY USA	B0005377	Internet & Web Services	Arts & Sciences	TLS-Instructional Tech	24,985.00	11_00_000_1702_230140
VALLEY CITY LINEN	B0005721	Linen Service	Financial Svcs	Food Service	15,000.00	11_00_000_5407_220910
VALLEY CITY SIGN	B0005656	Construction Services	Admin Svcs	Facility Services	38,435.19	58_00_044_0000_390200
WALL STREET PRODUCTIONS LTD	B0005432	Consulting Services	Career & Tech	Technology-Project Grants	100,000.00	14_00_000_2703_220910
WALL STREET PRODUCTIONS LTD	B0005433	Consulting Services	Career & Tech	Technology-Project Grants	100,000.00	14_00_000_2703_220910
WALL STREET PRODUCTIONS LTD	B0005438	Consulting Services	Career & Tech	Technology-Project Grants	100,000.00	14_00_000_2703_220910
WALL STREET PRODUCTIONS LTD	B0005434	Consulting Services	Career & Tech	Technology-Project Grants	99,170.00	14_00_000_2703_220910
WALL STREET PRODUCTIONS LTD	B0005435	Consulting Services	Career & Tech	Technology-Project Grants	82,170.00	14_00_000_2703_220910
WALL STREET PRODUCTIONS LTD	B0005437	Consulting Services	Career & Tech	Technology-Project Grants	40,440.00	14_00_000_2703_220910
WALL STREET PRODUCTIONS LTD	B0005436	Consulting Services	Career & Tech	Technology-Project Grants	19,000.00	14_00_000_2703_220910
WEISBERG CONSULTING	B0005509	Consulting Services	Admin Svcs	IT Services	60,000.00	11_00_000_5201_220910
WEST GROUP	B0005376	Books/Media/Publications	Arts & Sciences	TLS-Library	14,766.11	11_00_000_1701_230200
WESTERN STATES ENVELOPE	B0005699	Printing/Copying Services	Information	Marketing-Graphics Center	17,000.00	11_00_000_5404_220230
WOLVERINE ADVERTISING SPECIAL	B0005459	Promotional Products	Student Affairs	Enroll Svcs-Admissions	25,000.00	11_00_000_3201_220220
WOLVERINE SOLUTIONS GROUP	B0005670	Mailing Services	Financial Svcs	Mailroom	30,000.00	11_00_000_5305_250400
WYANDOTTE WELDING SUPPLY	B0005439	Classroom Supplies	Career & Tech	Technology-Welding	15,000.00	11_00_000_2513_230100
XIOTECH	B0005512	Maintenance Agreement	Admin Svcs	IT Services	20,325.21	11_00_000_5201_220410
XPEDX	B0005662	Custodial Supplies	Admin Svcs	Facility Services	200,000.00	11_00_000_5101_230310
XPEDX	B0005700	Paper & Printing Supplies	Information	Marketing-Graphics Center	50,000.00	11_00_000_5404_230130

## STAFF RECOMMENDATIONS

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

### Resignation (A-12)

Gwendolyn Davis, appointed 10/18/11, Teaching, Learning and Support, Library Associate I, submitted 6/10/15, effective 6/18/15.

### Retirement (B-12)

Kathleen Murray, Health Sciences Division, Instructor, 12.5 years of service, effective 6/30/15.

### Appointment (C-12)

Trixy Hall, 19345 Steel Street, Detroit, 48235, Records Associate III, Registration and Records, \$15.45 per hour, Step 1, effective 5/18/15, 12 Months.

Donna Henne, 17455 Savage Road, Belleville, 48111, Billing Clerk, Student Accounts, \$18.13 per hour, Step 4, effective 6/17/15, 12 Months.

Stacy Holinski, 44901 Steeple Path, Novi, 48371, Enrollment Associate II-Call Center, Enrollment Services, \$14.05 per hour, Step 1, effective 6/15/15, 12 months.

### Salary Schedule Change of Status (D-12)

Leo Yaros, Instructor, Industrial Technology Division, from Level MA30, Step 13, Schedule HFCC Federation of Teachers, to Level MA60, Step 13, Schedule HFCC Federation of Teachers, effective 6/30/15; REASON: Completed requirements for education specialist degree.

### Change in Classification (E-12)

Wade Bellazaire, from Skylight Café, Chef, Full-Time, to Kitchen Leader, Full-Time, Skylight Café, effective 7/1/15, \$18.73 per hour, \$0.25 Longevity, total \$18.98 per hour, Step 10, 10 Months.

Angela Cheatham, from Skylight Café, Cashier, Part-Time, to Customer Service Associate, Full-Time, College Store, effective 6/1/15, \$9.61 per hour, \$1.21 Inc., total \$10.82 per hour, Step 1, 12 Months.

Zanib Hazamy, from Enrollment Services, Enrollment Associate II, to Enrollment Associate III, Enrollment Services, effective 6/1/15, \$19.87 per hour, \$0.65 Longevity, \$0.94 Inc., total \$21.46 per hour, Step 7, 12 Months; REASON: Reclassification per HFCC-SSA Reclassification Committee.

Alice Hull, from Math and Science Division, Lab Associate II, to Lab Associate III, Math and Science Division, effective 6/1/15, \$16.64 per hour, \$0.60 Inc., total \$17.24 per hour, Step 3, 12 Months; REASON: Reclassification per HFCC-SSA Reclassification Committee.

### Change in Classification (E-12) (continued)

Elizabeth Ivanics, from Financial Services, Accounting Associate to Accounting Analyst, Financial Services, effective 6/1/15, \$23.49 per hour, \$0.25 Longevity, \$0.54 Inc., total \$24.28 per hour, Step 9, 12 Months; REASON: Reclassification per HFCC-SSA Reclassification Committee.

Frederick Mroue, from Facility Services, Equipment Leader to Mechanic, Facility Services, effective 6/1/15, \$18.60 per hour, \$0.65 Longevity, \$2.69 Inc., total \$21.94 per hour, Step 4, 12 Months; REASON: Reclassification per HFCC-SSA Reclassification Committee.

Zachariah Polzin, from Math and Science Division, Lab Associate II, Part-Time, to Lab Associate III, Part-Time, Math and Science Division, effective 6/1/15, \$16.64 per hour, \$0.60 Inc., total \$17.24 per hour, Step 3, 11 Months; REASON: Reclassification per HFCC-SSA Reclassification Committee.

Christy Ward, from Math and Science Division, Lab Associate II, to Lab Associate III, Math and Science Division, effective 6/1/15, \$16.64 per hour, \$0.60 Inc., total \$17.24 per hour, Step 3, 12 Months; REASON: Reclassification per HFCC-SSA Reclassification Committee.

### Expression of Sympathy (F-12)

Michael Bush, appointed 2/1/85, Trades Instructor, Industrial Technology Division, deceased 5/14/15.

Caso Jackson, appointed 11/17/14, Facilities Associate, Facility Services, deceased 5/23/15.

## HENRY FORD COLLEGE

### STUDENT SEXUAL MISCONDUCT COMPLAINT PROCESS

Your health, safety and well-being are the College's primary concern. If you, or someone you know, may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week, from:

Police – 911

During business hours (8:00 a.m. to 5:00 p.m., Monday through Friday), you are also strongly urged to contact, whether student or employee, one of the following Title IX Coordinators as soon as reasonably possible to report any sexual misconduct you believe may have occurred.

**For complaints against a student, [click here](#) and contact the Student Title IX Coordinator:**

Aura Cazares, Student Conduct & Compliance Manager/Title Coordinator

Location: Counseling office, L117

Phone: 313.845.6315

Email: [ajcazares@hfcc.edu](mailto:ajcazares@hfcc.edu)

**For complaints against an employee, [click here](#) and contact the Employee Title IX Coordinator:**

Lynn Borczon, Assistant Director of Human Resources

Location: Administration Services Building

Phone: 313.845.9664

Email: [lynn@hfcc.edu](mailto:lynn@hfcc.edu)

Resources for Victims and Families of Domestic Violence/Rape/Sexual Assault:

- [City of Dearborn](#)
- [National Sexual Assault Hotline 1.800.656.HOPE](#)
- [Not Alone~ Together Against Sexual Assault](#)
- <http://www.csswayne.org/>
- [Sexual Assault Services for Holistic Healing and Awareness](#)
- [Domestic Abuse & Sexual Violence \(Free or Low Cost\)](#)
- Detroit Police Rape Counseling Center  
420 St. Antoine  
Detroit, MI  
(313) 833-1660  
Open 24/7  
\*Assist victims of rape with medical, mental/emotional, and legal issues  
\*Must be a victim, survivor of rape and/or domestic violence.  
\*Offers individual, couples, family, and group counseling  
\*No fees
- VOICES (sexual abuse survivors)-Catholic Social Services  
Phone: (313) 883-2100

This process covers complaints of alleged sexual misconduct/harassment by College students in accordance with the College's Prohibited Discrimination and Harassment Policy. A copy of the Policy may be found here:

<https://www.hfcc.edu/about-us/title-ix>

If you or someone you know is a victim of sexual misconduct by a member of the College faculty, staff, visitor or guest, you may report such misconduct or file a complaint with the Employee Title IX Coordinator, as indicated above.

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: 800-421- 3481; fax: 202-453-6012; TDD: 877-521-2172; email: OCR@ed.gov; or on the web, at <http://www.ed.gov/ocr>).

## I. INTRODUCTION

### A. Overview and Purpose.

As a recipient of federal funds, Henry Ford College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. 1681 *et seq.* ("Title IX"),<sup>1</sup> which prohibits discrimination on the basis of sex in educational programs or activities. Sexual misconduct, as defined in this process, is a form of sex discrimination prohibited by Title IX. The College is committed to providing programs, activities and an educational environment free from sex and gender discrimination.

As a public institution, the College also must provide due process to students accused of sexual misconduct. This procedure is designed to provide a fair process for both parties while also ensuring a complainant's protections under Title IX.

Sexual Misconduct, as defined by this process for student sexual misconduct complaints (referred to as the "student process"), describes a broad range of behavior that will not be tolerated in the College's community of trust. **For purposes of this process, "sexual misconduct" includes: sexual exploitation, harassment based on sex or gender which causes a hostile environment, non-consensual sexual contact, and non-consensual sexual intercourse,** each as more fully defined below. In addition to sexual misconduct, Title IX also includes, but is not limited to, pregnancy/pregnancy-related issues and gender equality in athletics, academic programs and activities.

Sexual misconduct violates College policy and federal civil rights laws and may also be subject to criminal prosecution. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. In addition, the College community is highly encouraged to report any and all potential sex or gender harassment to the Student Title IX Coordinator, so that a proper review of the information can be made. Creating a safe environment is the

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<sup>1</sup> Title IX requires that Henry Ford College have a statement of policy and procedure for handling complaints of Sexual Misconduct. 20 U.S.C. 1092(f)(7) and 1681(a). This process constitutes that statement.

responsibility of all members of the College community.

The College is also required and committed to upholding the First Amendment of the United States Constitution. Nothing in this process is intended to abridge the rights or freedoms guaranteed by the First Amendment.

B. Definitions.

**“Duty to Report”** means officers who learn of an allegation against a student of other forms of discrimination or harassment are expected to notify the Student Title IX Coordinator. College officers who learn of an allegation of discrimination or harassment against College employees are expected to notify the Employee Title IX Coordinator who learn of an allegation of gender-based harassment, sexual harassment or sexual assault involving a minor under the age of 17 are required to notify the Employee Title IX Coordinator and the Department of Public Safety. An officer who fails to report may be found to have violated Henry Ford College’s policies even though the underlying event does not constitute gender-based misconduct, discrimination or harassment. College officers serving in a privileged professional capacity (counselors, clergy, medical providers, and rape-crisis counselors) are not bound by this expectation, except as required to law.

**“Clery Act”** refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.<sup>2</sup>

**“College”** means Henry Ford College.

**“Domestic violence”** is a pattern of behavior in which one person uses physical, sexual, economic or emotional abuse to control the victim<sup>3</sup>. This behavior specifically includes assaults or an assault and battery of a person’s spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household.<sup>4</sup>

**“Dating violence”** means a pattern of assaultive and/or controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The accused student has intentionally behaved in ways that causes fear, degradation and humiliation to control the victim. Forms of abuse can be physical, sexual, emotional and/or psychological.

In determining whether an individual has engaged in “dating violence,” the following must be established: the accused student and the victim have been in a societal relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors: 1.) length of the relationship, 2.) type of the relationship, and 3.) the frequency of interaction between the persons involved in the relationship.

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<sup>2</sup> 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46

<sup>3</sup> See “Domestic Violence Awareness” information on the MI State Police webpage at: [http://www.michigan.gov/msp/0,4643,7-123-1589\\_1711-10257--,00.html](http://www.michigan.gov/msp/0,4643,7-123-1589_1711-10257--,00.html) (last visited on 09/17/13).

<sup>4</sup> MCL 750.81(2) considers “domestic violence” a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

**"Effective consent"** means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent is absent when the activity in question exceeds the scope of effective consent previously given.<sup>5</sup> Consent is a free and clearly given yes, not the absence of a no, and cannot be received when a person is incapacitated by alcohol or drugs.

**"FERPA"** refers to the Family Educational Rights and Privacy Act.<sup>6</sup>

**"Force"** means physical force, violence, threat, intimidation or coercion.

**"Incapacitation"** means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.<sup>7</sup>

The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; e.g., when in doubt, assume that another person is incapacitated and therefore unable to give effective consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Process.

**"Investigators"** refers to the individuals trained and designated by the Student Title IX Coordinator to conduct investigations of alleged sexual misconduct, and to determine whether or not there is a reasonable basis to grant a hearing (as more specifically described in Section 4, below). The Student Title IX Coordinator and the Title IX hearing officers are also trained investigators and may be part of an investigative team at any time when necessary.

**"Non-Consensual Sexual Contact"** means sexual contact that occurs without effective consent.

**"Non-Consensual Sexual Intercourse"** means sexual intercourse that occurs without effective consent.

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<sup>5</sup> *MCL 750.520d(1)(a)* states that a person is guilty of third-degree criminal sexual conduct if the person engages in sexual penetration with another person and that person is at least thirteen but younger than sixteen years old. Accordingly, a thirteen-year-old child cannot legally consent to sexual penetration with another person because sexual penetration of a thirteen-year-old child is automatically third-degree criminal sexual conduct. *People v. Starks*, 473 Mich 227.

<sup>6</sup> 20 U.S.C. Section 1232g; 34 CFR Part 99

<sup>7</sup> Sokolow, Brett A., Lewis, W. Scott, Schuster, Sandra K., *NCHERM Institute on Responding to Campus Sexual Misconduct*. 2010, p. 49.



**“Notice”** means the College considers having notice of student-on-student sexual misconduct when a responsible employee (as defined in this document) knew, or in the exercise of reasonable care should have known, about the sexual misconduct. Notice of sexual misconduct can be reported in many different ways. Some examples of notice include: a student may have filed a grievance with or otherwise informed the school’s Title IX coordinator; another student, another employee, past faculty member, supervisor, current faculty or associate dean may have witnessed the sexual misconduct.

**“Off campus conduct”** means conduct that occurred on any place other than on College-owned or leased property, at any College sanctioned function, at the permanent or temporary local residence of a College student, faculty member, employee, or visitor, or elsewhere in Michigan, and is reasonably related to a college function or activity.

**“Sexual contact”** means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts. Sexual assault is any sexual contact without consent.

**“Sexual Exploitation”** means taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly and intentionally exposing another person to a significant risk of a sexually transmitted infection.

**“Sexual harassment”** means unwelcome conduct, based on sex or on gender stereotypes<sup>8</sup>. Gender based harassment may include, but are not limited to: unwelcome sexual advances, requests for sexual favors, stalking, dating and domestic violence. The College strongly encourages individuals to report all unwelcome conduct based on sex to the Title IX Coordinator.

In evaluating any complaint of sexual harassment, the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to be actionable. The exclusive purpose of this distinction is to protect students (who may be harassed by students) from sex or gender discrimination, consistent with both federal regulatory law and the requirements of the First Amendment to the United States Constitution.

**“Sexual harassment which causes a hostile environment”** means unwelcome conduct based on sex or gender (e.g., sexual orientation, gender stereotypes, sexual preference and/or pregnancy or a pregnancy-related status), which is so severe or pervasive, that it unreasonably interferes with a person's College employment, academic performance or

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<sup>8</sup> The inclusion of a definition of “sexual harassment” that is separate from the definition of “sexual harassment causing a hostile environment” was adopted based on the language used in the Montana-Missoula OCR Letter: <http://www.legal.gatech.edu/sites/legal.gatech.edu/files/assets/Montana-Sexual%20Harassment.pdf> (last viewed on 11/22/13).

participation in College programs or activities *and* creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Types of potential harassment include, but are not limited to, stalking and bullying.

**“Stalking”** means a pattern of behavior made up of a series of two or more separate non-continuous acts which shares the same purpose and causes a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.<sup>9</sup>

**"Sexual Intercourse"** means penetration (anal, oral or vaginal) by, but not limited to, a penis, tongue, finger, or an inanimate object.

**"Sexual Misconduct"** is a broad term encompassing **“Sexual Exploitation,” “Sexual Harassment”, “Sexual harassment which causes a hostile environment,” “Non-Consensual Sexual Contact,” and “Non-Consensual Sexual Intercourse,”** as defined in this process. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship, sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

**"Hearing Officers Cadre"** means the standing group of faculty and/or staff appointed by the VP of Students (or his or her designee) to specifically hear complaints of alleged sexual misconduct (Article II(B)(4) of the Student Code of Conduct).

**“Responsible Employees”** means all faculty members, staff members, and administrators, of those perceived by a complainant as a person that would address complaint (e.g., teaching assistants, supervisors, coaches, counselors, rape crisis advocates, medical providers, and clergy) are expected to report any disclosures that involve allegations of gender-based misconduct.

**"Student Code of Conduct"** means HFC's Student Code of Conduct, as enforced by the Office of Student Conduct and Compliance. Found on link below.  
<https://www.hfcc.edu/sites/main.egirprod.hfcc/files/attachments/StudentConductPolicy.pdf>

**"VP"** refers to the Vice President of Student Affairs (and his or her designee). The College has designated the VP’s designee as the Student Title IX Coordinator for purposes of this process and in accordance with federal regulations<sup>10</sup>.

**"Vice President’s office"** means the Office of the Vice President of Student Affairs, located in the Administration Building, Room number 430.

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<sup>9</sup> MCL 750.411h(1)(d).

<sup>10</sup> 34 CFR Part 106.8(a) requires designation of at least one “responsible employee” who ensures the recipient’s compliance for the institution. The Student Title IX Coordinator and Deputy Student Title IX Coordinator are the individuals responsible for sexual misconduct issues in which a “student” is the accused party.

## II. JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS

### A. Jurisdiction.

1. Personal Jurisdiction. Any person may file a complaint of sexual misconduct against a "student" under this process. A "student" means any student who is registered or enrolled at the College at the time of the alleged sexual misconduct (including, but not limited to, sexual misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of the student's continued enrollment at the College). If a student who was currently enrolled at the time of the alleged sexual misconduct subsequently withdraws from all courses, the College shall maintain personal jurisdiction.
2. Geographic Jurisdiction. This Process applies to any allegation of sexual misconduct against a College student, regardless of where the alleged sexual misconduct occurred. Although there is no geographical limitation to invoking this process, sexual misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate. In addition, with respect to any complaint (a) by a person who is not a member of the College community, and (b) relating to Non-College Conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk or harm to the College community to warrant processing the complaint.
3. Timing of Complaints and Availability of Procedures. So long as there is personal jurisdiction over the accused student pursuant to Section II.A.1, above, there is no time limit to invoking this process in responding to complaints of alleged sexual misconduct. Nevertheless, students are encouraged to report alleged sexual misconduct immediately in order to maximize the College's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation.

HFC recommends taking action within 72 hours of incident as delays in reporting alleged sexual misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College's ability to engage in this process.

If the accused student will be graduating, the conferral of a degree may be deferred until proper resolution of any sexual misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that may reasonably accommodate the parties and their witnesses.

4. Retaliation. It is a violation of Student Code of Conduct to retaliate against any person making a complaint of sexual misconduct, any person cooperating in the investigation of (including testifying as a witness) of any allegation of sexual misconduct, and supporters of the complainant.

For the purposes of this document, means when an faculty/staff

member/employer takes an adverse action against a/an student/employee because she or he has engaged in a protected activity such as filing a complaint of discrimination or harassment. Retaliation may be found even when the underlying charge does not constitute discrimination or harassment in violation of College policies, and all persons who participate in a discrimination or harassment proceeding, not only the complainant, are protected against retaliation.

A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, and/or from participating in a discrimination or harassment proceeding or more generally, from pursuing her/his rights. Examples of adverse actions include failing grade, termination, denial of promotion or demotion, and unjustified negative evaluations or references. Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, snubbing a colleague, or addressing poor class/work performance. Student/Employees who have filed a complaint or expressed opposition to discrimination or harassment are still expected to perform their student/employee responsibilities and follow appropriate classroom/work decorum.

- B. Other Related Misconduct. In accordance with this process, the Hearing Officers Cadre is empowered to hear allegations of, and to impose sanctions for, sexual misconduct *and* any other violation(s) of the College's Student Code of Conduct directly related to the alleged sexual misconduct. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein, violations of the Student Title IX Coordinator's directive(s) discussed in Section III.D, below, and/or violations of other Student Code of Conduct that occurred in the course of the alleged sexual misconduct.

**It is not the practice of the College to pursue disciplinary action against a complainant or witness for his or her improper use of alcohol or drugs (e.g., underage drinking),** provided that such student is acting in good faith as a complainant or witness to the events of the alleged sexual misconduct.

Students who appear before the Panel, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College's Student Code of Conduct.

- C. Effect of Criminal Proceedings. Because sexual misconduct may constitute *both* a violation of College policy *and* criminal activity, the College encourages students to report alleged sexual misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence within 72 hours of incident. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of the Student Code of Conduct, criminal investigations or reports are *not* determinative of whether sexual misconduct, for purposes of this process or the

Student Code of Conduct, has occurred. In other words, conduct may constitute sexual misconduct under this process even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. In such cases, the complainant may not initially understand the results of the criminal investigation, the nature of criminal procedure, or the grounds for the law enforcement decision not to prosecute. The complainant in such cases may request that the Student Title IX Coordinator identify an administrator to assist the complainant in seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.

The filing of a complaint of sexual misconduct under this process is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the complainant and the College community, if necessary, as described in Section III.D, below.

### **III. THE PROCESS: INITIAL STEPS**

- A. Intake Meeting with Complainant. Upon receipt of notice of any allegation of sexual misconduct, the Student Title IX Coordinator will first schedule an individual intake meeting with the complainant in order to provide to the complainant a general understanding of this process and to identify forms of support or immediate interventions available to the complainant. The intake meeting may also involve a discussion of any interim measures (in accordance with III.D. below) that may be appropriate in light of the known information.
- B. Complainant Wishes to Pursue Formal or Informal Resolution. At the initial intake meeting with the complainant, the Student Title IX Coordinator will gather basic information about the alleged incident and seek to determine how the complainant wishes to proceed, (e.g., whether the complainant wishes to pursue Formal Resolution, Informal Resolution or does not wish to pursue resolution of any kind).

If the complainant wishes to proceed with either Formal or Informal Resolution, the Student Title IX Coordinator will determine the name of the accused student, and the date, location and nature of the alleged sexual misconduct, and will schedule an individual intake meeting with the accused student in order to provide to the accused student with a general understanding of this process and to identify forms of support or immediate interventions available to the accused student.

If the complainant wishes to proceed with Formal Resolution, the Student Title IX Coordinator will promptly prepare and forward a formal complaint to the investigators for investigation, in accordance with Section IV.B, below. The formal complaint will set forth the name of the accused student, and the date, location and nature of the alleged sexual misconduct.

If the complainant wishes to proceed with Informal Resolution, the Student Title IX Coordinator will promptly refer the matter and initiate Informal Resolution proceedings in accordance with Section V, below.

- C. Complainant Does not Wish to Pursue Resolution or Requests Confidentiality. If the complainant does not wish to pursue Formal or Informal Resolution and/or requests that his or her complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's information. The Student Title IX Coordinator will inform the complainant, however, that the College's ability to respond may be limited. The Student Title IX Coordinator may refer the allegation to a designated investigator to conduct a preliminary investigation into the alleged sexual misconduct. The investigator may weigh the complainant's request(s) against the following factors: the seriousness of the alleged sexual misconduct; whether there have been other complaints of sexual misconduct against the same accused student; and the accused student's right to receive information about the allegations if the information is maintained by the College as an "educational record" under FERPA. The Student Title IX Coordinator will inform the complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused student because the complainant insists on confidentiality or that the complaint not be resolved, the Student Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order, and take other reasonably necessary measures, including the interim measures described in Section III.D, below.
- D. Interim Measures. In *all* complaints of alleged sexual misconduct, *regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind*, the College will undertake an appropriate inquiry and take such prompt and effective action that is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after the intake meeting, the Student Title IX Coordinator may impose a "no-contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Student Title IX Coordinator, also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, directing appropriate College officials to alter the students' academic and/or College employment arrangements and/or issuing an interim suspension. When taking steps to separate the complainant and the accused student, the Student Title IX Coordinator will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, that every reasonable effort will be made to allow the complainant to continue in his or her academic and/or College employment arrangements. Violation(s) of the Student Title IX Coordinator's directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

#### IV. FORMAL RESOLUTION

A complainant may elect to pursue a formal resolution, which involves a hearing before the Panel, as more particularly described in this section. Such a hearing is also referred to as "Formal Resolution." Formal resolution shall be completed within a reasonable timeframe (which is usually 60 days) unless extended for good cause by the Student Title IX Coordinator.

- A. The Hearing Officer Cadre. Formal Resolution involves a hearing before a trained Hearing Officers (the "Cadre") made up of two College administrators. Each hearing will be led by a Chair (Chair). The Cadre is a standing group composed administrators approved by the VP of Student Affairs. The Student Title IX Coordinator will ensure that all Panel members receive annual training.
- B. Investigation. When the complainant indicates a desire to pursue Formal Resolution, the Student Title IX Coordinator will forward the complaint to an appointed investigative team. The Student Title IX Coordinator and the Deputy Student Title IX Coordinator may serve as investigators on any investigation, if necessary. The investigation will be conducted in an adequate, reliable and impartial manner. The investigative team will receive annual training that draws on process, procedures, and professional resources.

Investigators are neutral fact-finders, who, during the course of the investigation, typically conduct interviews with the complainant, the accused student and each third-party witness (including expert witnesses, where applicable); visit and take photographs at each relevant site (if necessary); and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence. The completed investigative report (the "investigative report") includes, among other things, summaries of interviews with the complainant, the accused student and each witness; summaries of interviews with expert witnesses (where applicable); photographs of the relevant site(s) and related logs; other photographic, electronic and forensic evidence; and a detailed written analysis of the events in question.

A typical investigation should be completed within 15 (fifteen) days, if not sooner, but may be delayed with good cause, as determined by the Student Title IX Coordinator. If a hearing is granted by the investigative team, the Hearing Chair and the Panel will be provided with a copy of the investigative report. In addition, at least one member of the investigative team shall be present at the Panel hearing to answer any questions the Panel or the parties may have with regards to the investigative report.

The investigative team shall keep the complaint and investigation confidential to the extent possible or as required by law.

- C. Granting/Denying a Hearing. The investigative team will determine whether or not there is enough information available to grant a hearing. If the investigative team determines that a hearing should be granted, notice of that determination will be delivered, concurrently, to both parties and to the Student Title IX Coordinator. If a hearing is denied, a notification summarizing the investigative report will be

distributed concurrently, to the parties and to the Student Title IX Coordinator.

The investigative team may specify which alleged violations of the Student Code of Conduct, which type or types of sexual misconduct and, if applicable, which other, related alleged misconduct (as described in Section I.B above or the current Student Code of Conduct) will be reviewed by the Panel during the hearing. Concurrently with the delivery of the investigators' notice of a determination, the investigative team may, where the alleged sexual misconduct is sufficiently serious in their reasonable discretion, suggest to the Student Title IX Coordinator that interim measures be taken and may suggest what those interim measures should be, if not already in place.

If the accused student has been placed on an interim suspension (in accordance with Article IV(C) of the Student Code of Conduct), the Panel will use all information that is provided to the administration (in lieu of an investigative report) in addition to any subsequent information received, as the basis for any sexual misconduct allegation.

A complainant whose request for a hearing is denied, and an accused student whose records have been placed on hold, may appeal that decision to the Vice President of Student Affairs, whose decision will be final.

If the case involves a reluctant complainant and the investigative team has granted a hearing, the investigative team will present information to the Panel in place of the complainant. The team may have the option to pursue an informal resolution (see Article V below) with the approval of the Student Title IX Coordinator.

- D. Complainant Changes Election to Informal Resolution; Accused Student Elects to Accept Responsibility. Upon receipt of the investigative report, the complainant may decide to elect Informal Resolution instead of Formal Resolution, by submitting a written request to the Student Title IX Coordinator prior to the hearing date. At any time prior to the hearing, the accused student may elect to acknowledge his or her actions and take responsibility for the alleged sexual misconduct. In such cases, the Panel Chair will propose a resolution to the complainant and a sanction. If both the complainant and the accused student agree to such proposed sanction, the complaint is resolved without a hearing and both parties will waive their rights an appeal. If either the complainant or the accused student objects to the proposed sanction, a hearing before the Panel will be convened for the exclusive purpose of determining a sanction, which determination is subject to appeal pursuant to Section IV.G.13 below. For purposes of this sanction hearing, all of the other provisions of this process relating to the imposition of a sanction for sexual misconduct shall apply (including, for example, the provision for an Impact Statement (see Section IV.G.10), and the provisions governing the effective date of the sanction).
- E. Notice of Hearing; Challenges to Panel; Delivery of Notice. If a hearing is granted by the investigators or occurs as a result of an interim suspension, or is granted by the Vice President of Student Affairs on appeal (as stated in IV(C) above), the Panel Chair will commence the Formal Resolution process by providing written notice to both parties (the "Notice of Hearing") stating: (1) the date, time, and place of the



pre-hearing meeting at which preliminary matters will be discussed, as more fully addressed in Section IV.G.2, below; and (2) the names of the Panel members selected to serve as the Panel. A party wishing to challenge the participation of any Panel member must notify the Panel Chair, in writing, within five (5) business days of the scheduled hearing date stating the specific reason(s) for the objection. Failure to do so will constitute a waiver of any objection to the composition of the Panel. If a party wishes to challenge the participation of any panel member, and notifies the Panel Chair in writing within the allotted timeframe, the Chair will determine whether the challenge has merit and reserves discretion to make changes in the Panel composition at any time. The Notice of Hearing will be delivered, at the Panel Chair's discretion, by email or in person, and will be considered effective immediately upon receipt. The parties are expected to cooperate in the scheduling of the hearing. If either party fails to appear at the scheduled hearing, the Panel Chair may postpone the proceedings or direct that the Panel proceed and determine the complaint on the basis of the investigative report and any other available information, provided the absent party was given appropriate notification of the scheduled hearing date, as outlined in this section.

F. Advisors to the Parties. Both the complainant and the accused student may request an advisor be present to support and assist them during the pre-hearing, hearing, and appeal stages of the Formal Resolution process. Outside legal counsel may be allowed at the discretion of the Panel Chair, however their role is limited. (see Section IV.G.4, below, for a description of the role outside counsel may play during a hearing). The Panel Chair may disallow a particular advisor in cases where such adviser might be a witness or where such advisor's presence, in the Panel Chair's sole determination, would be obstructive to the process or for other good cause. An advisor may not direct questions to the Panel of witnesses at the hearing, but may consult with the student that he or she is assisting. The Panel Chair will not allow an advisor's presence to inhibit the parties' sharing of information or the conduct of the hearing.

G. Hearing Procedures

1. Pre-Hearing Submissions. The parties will provide the Panel Chair with a list of witnesses they propose to call, and copies of documents and a description of any other information they propose to present at the hearing, on or before a date set by the Chair. Evidence of the complainant's past sexual history will not be permitted at the hearing unless it is relevant to the complaint. The Chair will provide each party with a copy of the list of witnesses, and identification of copies of documents or other information submitted by each party. In the absence of good cause, as determined by the Chair in his or her sole discretion, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided to the Chair by this deadline. The parties are also responsible for the attendance of their witnesses at the hearing.
2. Pre-Hearing Meeting and Determination of Complaint and Witnesses. The Chair will schedule a pre-hearing meeting prior to the hearing date. At the

meeting, the Chair will review hearing procedures with the parties, separately or jointly, at the discretion of the Chair. The Chair will also review the complaint of alleged sexual misconduct (and related misconduct, if applicable), and review the parties' respective lists of proposed witnesses to assist them in eliminating redundant information. The College reserves the right, through the Chair, (a) to add to or modify the alleged violations specified by the investigators, pursuant to Section IV.C, above, at the pre-hearing meeting, and (b) to add witnesses to the witness lists at the pre-hearing meeting and/or at the hearing.

3. Pre-Hearing Discussion. Once a Panel member has been named to a Panel, he or she may not publicly or privately discuss the merits of the complaint with anyone not involved in the proceedings, with the parties themselves, or with anyone acting on the behalf of the parties. The Chair will provide the panelists with a copy of the Notice of Hearing, the investigative report, and the list of witnesses submitted by the parties with an instruction to avoid any public or private discussion of the merits of the complaint.
4. Legal Counsel. Legal counsel may be present (at the expense of the individual parties) at the hearing on behalf of either party. Such counsel may privately consult with and advise the parties during the proceeding, but may not question witnesses, address the Panel or otherwise directly participate in the hearing.
5. Conduct of the Hearing. The hearing will not follow a courtroom model, and formal rules of evidence will not be observed. Accordingly, for example, the parties may elect to rely upon the statements of witnesses contained in the investigative report if such witnesses are unavailable to attend the hearing. The Chair will determine the order of the witnesses (if any) and resolve any questions of procedure arising during the hearing, if any. The parties are responsible for ensuring that their proposed witnesses are present. Members of the Panel will review in advance of the hearing all the written materials provided to them by the Chair in accordance with Section IV.G.1, above. The parties will have received or been provided the opportunity to review all available materials during earlier stages of the pre-hearing process. The parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the investigative report or in other written materials. Only the Chair and the Panel may question the individual parties and any witnesses, unless permission is granted by the Chair to modify the questioning process provided the modification does not result in an adversarial tone. Both parties and their advisers may ask the Chair to pose additional questions or inquire further into specific matters by submitting these requests in writing, at the discretion of the Chair. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such requests. The Chair is empowered to disallow or reframe any questions that are irrelevant or redundant. After all witnesses have been questioned, each party may make a closing statement and request a short recess to prepare it. If the Panel determines that unresolved issues exist that would be clarified by the

presentation of additional information, the Chair may suspend the hearing and reconvene it in a timely manner to receive such additional information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at the pre-hearing meeting.

A Student IX Coordinator or Deputy Student Title IX Coordinator may attend any Provision 4 Hearing at any time to observe the hearing. If the Student Title IX Coordinator or the Deputy Student Title IX Coordinator did not directly participate in the investigation, then their presence in the hearing shall be for the purpose of observation only.

6. Testimony or Participation by the Accused. The accused student has the option not to testify; however, the exercise of that option will not preclude the Panel from proceeding and determining the complaint on the basis of the investigative report and other available information. In addition, as indicated in Section IV.E, above, if the accused student fails to appear at the hearing, after being duly notified of its place and time, the Panel will proceed with the scheduled hearing and make a determination on the basis of the investigative report and any other available information.
7. Testimony via Electronic Technology. Upon timely request by a party or witness, the College may be able to make arrangements (in appropriate circumstances) where parties or witnesses are otherwise unable to participate in the hearing via electronic means. The availability of testimony via electronic technology will be at the sole discretion of the Chair.
8. Recording. The hearing will be digitally recorded and is the sole official verbatim record of the hearing for the purposes of FERPA.
9. Standard of Proof. The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged sexual misconduct under a "*preponderance of the evidence*" standard and that is the standard adopted by this process. A preponderance of the evidence means that the information shows that it is "*more likely than not*" that the accused student violated College policy. In the context of a hearing, the accused student will be found to be responsible for the alleged sexual misconduct if the Panel concludes that such sexual misconduct more likely than not occurred based upon careful review of all information presented. In making its determination, the Panel shall carefully consider all of the information presented and follow the procedures stated in this process in order to ensure as fair a hearing as possible for all parties.
10. Impact Statement. If the Panel determines that the accused student is responsible for sexual misconduct, e.g., that the sexual misconduct "more likely than not" occurred, both the complainant and the responsible student may present the Panel with a statement recommending a sanction (the "impact statement") for consideration by the Panel. The Panel is not bound

by these statements in determining a sanction. Witnesses other than the parties may be allowed to provide a written character statement to the Panel during the Sanction Phase of the hearing. The Chair may determine, in his or her sole discretion whether portions of any written impact statement should be redacted because of the inflammatory or inappropriate nature of those statements.

11. Sanction. The Panel is required to consider suspending, dismissing, or expelling any student found responsible for sexual misconduct; however, the Panel may impose any sanction that it finds to be fair and proportionate to the violation. In determining an appropriate sanction, the Panel may consider any record of past violations of the Student Code of Conduct, as well as the nature and severity of such past violation(s). The Panel will also consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the College community. The sanction decision will be made by the Panel by majority vote. Any sanction imposed will be explained or supported in the written decision of the Panel.
12. Decision. The decision of the Panel, including the sanction, if applicable, will be announced to both parties, concurrently, by the Chair at the conclusion of the hearing. In addition, the Chair will provide a copy of the Panel's decision described in Section IV.G.15, below, to both parties, concurrently, and to the Student Title IX Coordinator, within five (5) calendar days following the conclusion of the hearing (or longer if the Chair determines there is good cause).
13. Appeals. Either party may appeal the Panel's decision by notifying the Chair of the Panel in writing within five (5) calendar days of the date of the Panel's decision. All appeals are not automatically approved. The Vice President of Student Affairs will determine if any of the following criteria is present before granting an appeal.
  - a. substantial evidence not previously considered;
  - b. evidence of bias by the administrator who conducted the disciplinary hearing;
  - c. significant errors in procedures by the administrator who conducted the disciplinary hearing;
  - d. significant finding of inequity in disciplinary actions related to findings.
14. Effective Date of Sanction. Sanctions imposed by the Panel become effective immediately until the resolution of any timely appeal of the Panel's decision. The Vice President of Student Affairs (or his or her designee) may suspend the determination pending exhaustion of any appeals by the accused student pursuant to Section IV.G.13, above, or may allow the accused student to attend classes or to engage in other activity on a supervised or monitored basis, or may make such other modifications to the determination as may be

advisable in the sole discretion of the Vice President of Student Affairs (or his or her designee). The Vice President of Student Affairs (or his or her designee) decision may not be appealed.

15. Privacy of the Hearing Process; Final Outcome Letter. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the investigative report, the Notice of Hearing, and the pre-hearing submissions referenced in Section IV.G.1, above), written statements, testimony, or other information introduced at the hearing, and any transcript of the hearing itself, may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

In addition to complying with Title IX and FERPA, the College is required to comply with the Clery Act. Under the Clery Act, both the complainant and the accused student must be informed of the hearing outcome, and the College may not impose any limitations on the re-disclosure of this information. Accordingly, following the hearing, the Panel will issue a written decision letter (the "Final Decision Letter"), *concurrently to both* the accused student and the complainant. The Final Decision Letter will set forth, as required by the Clery Act, the name of the accused student; the violation(s) of the Student Code of Conduct for which the accused student was found responsible, if any; any essential findings supporting the Panel's decision on the issue of responsibility; and the sanction imposed, if any. College policy neither encourages nor discourages the further disclosure of the Final Decision Letter by either the complainant or the accused student. The College acknowledges that sharing the Final Decision Letter with others, including family, friends, legal counsel, mental health professionals, and sexual assault advocates or victims, may be a critically important part of a student's healing process.

## **V. INFORMAL RESOLUTION**

A complainant who wishes to file a formal complaint with the Student Title IX Coordinator but who does not wish to pursue Formal Resolution, or an investigative team (in place of a reluctant victim) may request a less formal process, known as "Informal Resolution," as more particularly described in this section.

Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation. The accused student is expected to attend the Informal Resolution proceeding, but is not required to participate.

- A. Purpose of Informal Resolution. Informal Resolution provides an opportunity for the complainant to confront the accused student, in the presence of, and facilitated by, a presiding officer, as described in Section V.B, below, and to communicate his or her feelings and perceptions regarding the incident, the impact of the

incident, and his or her wishes and expectations regarding protection in the future. The accused student will have an opportunity to respond.

- B. Advisors. The complainant and the accused student each may bring an advisor to the Informal Resolution. Advisors are assigned and subject to the same restrictions set forth for advisors in Formal Resolution, outlined above. The Panel Chair or a designee of the Chair will preside over the Informal Resolution, and may elect to be assisted by another member of the Panel or senior staff representative of the Vice President of Student Affairs.
- C. Informal Resolution Where Accused Student Acknowledges Responsibility. If, during the course of the Informal Resolution, the accused student elects to acknowledge his or her actions and take responsibility for the alleged sexual misconduct, the Informal Resolution will be concluded and the Panel Chair will propose a sanction. If both the complainant and the accused student agree to such proposed sanction, the complaint will be resolved without any further rights of appeal by either party. If either the complainant or the accused student objects to such proposed sanction, a hearing before the Panel will be convened for the exclusive purpose of determining a sanction, which determination is subject to appeal pursuant to Section IV.G.14. For purposes of this sanction hearing, all of the other provisions of this process relating to the imposition of a sanction for sexual misconduct shall apply (including, for example, the provision for an impact statement, and the provisions governing the effective date of the sanction).
- D. Informal Resolution Where Accused Student Contests Responsibility. If the accused student contests the complaint of alleged sexual misconduct, the Vice President of Student Affairs, his or her designee or the Student Title IX Coordinator may nevertheless impose a protective order agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution.
- E. Election of Formal Resolution. The College or the complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

F. Privacy of Informal Resolution. In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

## **VI. AMENDMENTS**

This Policy may be amended, in writing, by the Student Title IX Coordinator at any time. The College will maintain the most updated process on the web at all times.