

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

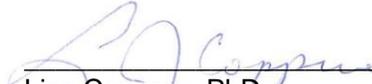
SUBJECT: Charitable Giving

The spirit of giving resonates again at Henry Ford College. Many agencies, communities, and causes have been supported by the care and generosity of the hands of HFC. As an institution of higher education, HFC is engaged in the community in which it has deep connections. Students are encouraged to partake in service projects as a way to build their character and develop a selfless mindset. They think critically and creatively in responding to the needs of the community. Members of the campus community willingly donate time, services and resources.

Since the beginning of the 2015-2016 academic year, the following projects have been sponsored by HFC student clubs, athletes, departments and unions:

- The Student Veterans Association held a clothing drive in support of homeless veterans. Donations were made to the John Dingell VA Hospital and the Michigan Veterans Foundation.
- The Student Nurses Association, African American Association and student athletes held a water drive in response to the Flint Water Crisis donating and delivering over 50 cases of water to residents.
- More than \$3,000 has been donated from faculty and staff towards the Hawks' Nest, the newly established food pantry for students, including \$1,000 donations from the SSA and Local 1650. In addition, staff and students have donated 715 pounds of food.
- Members of Local 1650 held its annual book campaign, Gift of Reading, and donated books and monetary contributions.
- The Student Activities Office led a Tote Bag Drive for select shelters that provide services to youth. The bags help with the maintenance of belongings as youth transition from place to place.
- The Teaching and Learning department held its 22nd Annual Mitten Tree and donated many items to COTS.
- Over 300 volunteers participated in the 23rd Annual Dr. Martin Luther King Jr. Day of Service: packed food, made fleece blankets, beautified buildings and more.
- The Ophthalmic Tech students performed free eye exams to veterans and their families.
- AFO supports college events such as the Women's Recognition Luncheon.
- Nearly \$12,000.00 has been raised by HFC in support of the Dearborn Animal Shelter.
- The WINGS Mentoring Program hosted a community Service project with young ladies at Vista Maria. Mentees gave presentations on the STEM+B professions, and created journals and flower ink pens for the writing of 2016 goals.
- The Muslim Student Association made gift baskets and visited the elderly at Oakwood Commons Retirement Center.
- The Ice Carving Club provided ice demonstrations at the Dearborn Farmer's Market.
- The National Society of Leadership and Success sponsored a coat drive for Operation Get Down, a residential treatment and transitional housing facility.
- Staff Council held the 19th Annual Toys for Tots collecting over 300 toys for area children.

This list is a mere sampling of HFC's charitable giving and volunteerism. Many projects have become a tradition of HFC and occur annually. Others are new and primarily derive from current trends and issues. All projects help the community and are a reflection of the compassion and care of Henry Ford College.



Lisa Copprue, PhD
Vice President, Student Affairs



Stanley E. Jensen, PhD
President

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BOARD REPORT

SUBJECT: HFC Outreach Program in Astronomy

The Hammond Planetarium is the cornerstone of the HFC public outreach program in astronomy education, which serves members of the Dearborn community and surrounding areas. Each year, more than 2,000 people visit the HFC Hammond Planetarium. Most are from local elementary schools, but many are also from local high schools brought to the planetarium as part of campus tours arranged by Delphine Davis of the HFC recruitment office. The planetarium also hosts many members of the general public who come to campus to see the seasonal shows. These shows are geared toward a wide range of ages, free to the public and offered every Wednesday evening at 7:30 pm and every other Saturday at 3:00 pm.

All of the public planetarium shows are produced 100 percent here on campus, utilizing technology available in the planetarium as well as the talents of HFC faculty and staff. They are generally presented by members of the Ford Amateur Astronomy Club (FAAC), which also holds its monthly meetings on our campus. The FAAC offers free membership to any HFC student.

For local children visiting the planetarium as part of school field trips, we add the option of guided tours of the campus wide scale model of the Solar system, which is currently being upgraded to a touch-screen computer based digital system. We also typically include astronomy lecture/demonstrations in one of our classrooms as well as guided tours of the UMD Observatory. On sunny days, students are able to view sunspots and other solar activity through telescopes setup on the roof of the UMD science building. These field-trip tours require a considerable amount of coordination as most of them involve more than 100 students at a time. When these students arrive on campus, a small staff of volunteers is always there to greet them.

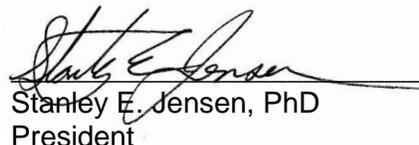
We are constantly working to improve content available for display. As part of the recent sabbatical work by Steve Murrell, the director of the planetarium, modules were created for each of the planets in the solar system. Also, an entirely new summer program was produced and premiered to the public in July 2015.

We are also working to increase our level of off-campus activity in various ways, including offering presentations or demonstrations as part of other local astronomy related events. One recent example was the ISS Contact event put together by the STEM Coordinator for the Dearborn Public Schools, Mary Varady. The focus of the event was to allow local 5th graders the opportunity to communicate in real-time, with an astronaut aboard the ISS. Steve Murrell, director of the HFC Hammond Planetarium, gave a presentation on the exploration of Mars while waiting for the International Space Station to fly over.

Finally, the planetarium director is currently working with Gary Erwin and the HFC marketing staff to create a website, which will include everything from descriptions and schedules of public shows to providing forms that can be filled out by local teachers to schedule field trips to our campus



Tracy Pierner, PhD, PE
Vice President of Academic Affairs



Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
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SUBJECT: Intake Subcommittee Report

The mission of the Intake Subcommittee is to ensure that information and processes experienced by prospects, applicants, and newly admitted students maximize HFC's ability to provide students with a clear pathway to meet their end-goals as early as possible in their college career. The Intake Subcommittee employs a philosophy that students who are able to have a good start in their academic career at HFC have a much higher chance for a successful finish.

The committee's focus is on the student experience from the time of their initial interest in the College through their first semester(s) on campus. Areas within this focus include marketing materials, the website, communications, new student orientation, course placement, academic advising, career advising, etc. Committee members are assigned specific area(s) and develop a report on our current state for committee review and discussion. Our goal in the evaluation of these areas will be to see where we can mold our current processes so that they fit with the Guided Pathways model. Opportunities for improvement that are identified will be brought up through the Guided Pathways Steering Committee and any other related subcommittees for review, consideration and next steps.

A major goal of Guided Pathways, and specifically the Intake Subcommittee, is to help students make an informed decision on a career path as early as possible so they can identify an appropriate academic program. *Focus 2* is a software platform designed to help students assess their strengths and interests with careers paths, and link them to related academic programs offered at HFC. *Focus 2* has been an option for current students here at HFC since Fall 2013.

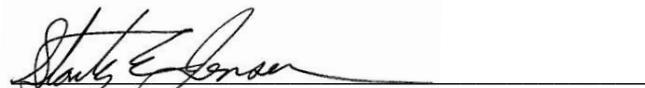
This Spring, we will be adding a new module of *Focus 2*, designed for prospective students, to the HFC website. Prospective students will have an opportunity to evaluate careers of interest and related academic programs before they even submit an application to the college. This will help more students select a viable pathway before they enroll for their first class here at HFC.

This past Summer, the College began the implementation of *Ellucian Recruiter*, the new platform we will use to manage prospective students and applicants. The timing of the *Recruiter* implementation with Guided Pathways has allowed us to build the *Recruiter* system around the Guided Pathways philosophy. *Recruiter* will allow us to automate personalized communications to prospective students and applicants that are pertinent based on information we collect from them during the inquiry and application stages.

We plan to collect more information on the admissions application than we do currently: What are the personal goals of each of our applicants? Do they hope to obtain a degree or certificate? Do they plan to come here for two years and transfer? If yes, where? We can use this information to attract students to the College and get them on the right pathway for success in achieving their goals, which in turn can contribute to increased enrollment and retention for the College.



Lisa Copprue, PhD
Vice President, Student Affairs



Stanley E. Jensen, PhD
President

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BID AWARD

SUBJECT: Intel Core i7 Computer Systems, Business
Sealed Bid #17192

The faculty of the Business and Computer Technology Division requests a contract for the purchase of fifty (50) Intel Core i7 Computer Systems with 19" LCD Displays for student use in two computer labs. The Business program will equip labs in the Liberal Arts Building, Rooms K-319 and K-320, with 25 systems each. The new computers will replace older models in these locations. Most of the existing computers will be cascaded to replace older systems in other areas of the College. IT Services will salvage parts from any remaining computers. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

The College invited bid submissions under Sealed Bid #17192. The bid tabulation appears below.

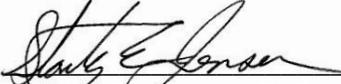
Access Interactive	\$ 48,077.50
Canton Computers	53,490.95
Active Solutions Group	64,442.45
Ace Computers	No Reply
CompuDirect 3000	No Reply
Discount Laptop Shop	No Reply
Filmar Technologies	No Reply
Governor Business Solutions	No Reply
KLA Laboratories	No Reply
Lenovo Education	No Reply
NovaStar Solutions	No Reply
OM Office Supply	No Reply
Sehi Computer	No Reply
Sirius Computer	No Reply
Trinity3 Technology	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Access Interactive for \$48,077.50 to purchase Intel Core i7 Computer Systems, in accordance with the specifications of Sealed Bid #17192.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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BID AWARD

SUBJECT: North Loop Primary Electrical Upgrade – Phase 4
Sealed Bid #17287

The Chief Information Officer/Director of Facility Services requests a contract for the labor, materials, equipment and services necessary to complete the fourth phase of the north loop primary electrical upgrade project on the Main Campus. This work is a continuation of a project started in 2005 when the College upgraded the south loop from 4.8kV to 13.2kV electrical service. The north loop conversion began in February 2014. Phase 4 includes extending the 13.2kV electrical service from the Library Building and Learning Success Center to the Facilities Services Building and College Store. It includes replacing associated cables, feeders, switches and other equipment. The original north electrical loop is unreliable due to age and deterioration and it has no capacity to add electrical service in the buildings it serves.

The College invited bid submissions under Sealed Bid #17287. The bid tabulation appears below. The project design team reviewed the bid results and recommended an award to the low, qualified bidder.

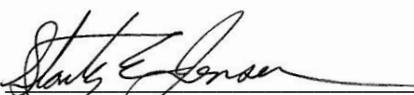
R Simon Electric	\$ 129,500
J Rank Electric	148,737
Conti Corporation	No Bid
Transformer Inspection Retrofill	No Bid
Bayview Electric	No Reply
J & J Electric	No Reply
McNulty Electric	No Reply
O'Connor Electric	No Reply
Rauhorn Electric	No Reply

RECOMMENDATION:

The College administration recommends a contract award to R Simon Electric LLC for \$129,500 for the North Loop Primary Electrical Upgrade – Phase 4 project, in accordance with the specifications of Sealed Bid #17287.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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BID AWARD

SUBJECT: Dell Latitude Rugged Tablet Computers
Sealed Bid #17329

The faculty and administrators of the Center for Innovation in Manufacturing Education (CIMed) request a contract for the purchase of twenty-six (26) Dell Latitude 12 Rugged Tablet Computers and associated accessories. Each of the thirteen colleges belonging to the Multi-State Advanced Manufacturing Consortium (M-SAMC) will receive two tablets. The College and its partners will use these tablets with the instructional materials developed by the Automotive Manufacturing Technical Education Collaborative (AMTEC) and the AMTEC Simulators previously ordered. The tablets, curriculum and simulators help meet the instructional needs for a competency-based curriculum in manufacturing maintenance.

As the lead institution for M-SAMC, the College acts as the centralized purchasing authority for the member institutions. The U.S. Department of Labor TAACCCT Grant provides 100% of the funding for this purchase.

The College invited bid submissions under Sealed Bid #17329. The bid tabulation appears below.

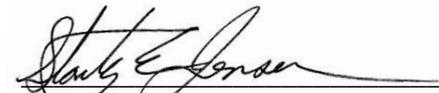
Active Interactive	\$ 55,016
Office Depot	64,688
Wall Street Productions	72,748
Troxell Communications	No Bid
Active Solutions Group	No Reply
B & H Photo Video	No Reply
Best Buy For Education	No Reply
Canton Computers	No Reply
CDW-G	No Reply
Dell Marketing	No Reply
Direct Technology Group	No Reply
En Pointe Technologies	No Reply
GovConnection	No Reply
Governor Business Solutions	No Reply
KLA Laboratories	No Reply
PCMG	No Reply
Southwest Computer Warehouse	No Reply
Y&S Technologies	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Active Interactive for \$55,016 to purchase Dell Latitude Rugged Tablet Computers, in accordance with the specifications of Sealed Bid #17329.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

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CONTRACT AWARD

SUBJECT: CareerFocus Magazine

The College administration requests a contract for the printing of the Winter 2016 edition of the CareerFocus Magazine and associated services. The CareerFocus Magazine is a product of the CareerFocus Consortium of Community Colleges, a network of 75 community colleges. The consortium allows each member college to draw from an extensive library of professionally written articles, full-service design, mailing and printing services to produce a customized magazine about career-oriented programs for current and potential students. By providing information about real careers, including salaries and testimonials, the magazine and related on-line resources can help students make better decisions about their education and the careers for which community college programs could prepare them. The consortium's CareerFocus publications are available exclusive through Academic Marketing Services.

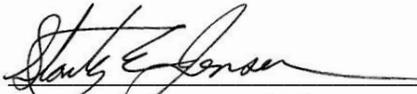
The CareerFocus Magazine is a 16 page, glossy, full color publication. The cost for producing and distributing the magazine totals \$40,833. The total includes: printing 106,183 copies (\$29,451 or \$0.277/ea); postage for mailing 105,183 copies (\$9,782 or \$0.093/ea); shipping charges to post office and campus (\$1600); analytical marketing tools (included); fully-responsive on-line editions for PC, tablet, mobile and social media (included); and full access to the consortium's library, design services, and mail preparation services (included). Funding for this purchase comes from Federal Vocational Education Equipment Grant (Perkins) dollars (\$32,389) and Local Perkins dollars (\$8,444).

RECOMMENDATION:

The College administration recommends a contract award to Academic Marketing Services for \$40,833 for the printing of the CareerFocus Magazine and associated services, in accordance with Quote #10173-2 dated January 8, 2016.



John S. Satkowski, JD
Vice President of Financial Services



Stanley E. Jensen, PhD
President

STAFF RECOMMENDATIONS

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

Resignation (A-8)

Danielle Lewis, appointed 6/22/15, Special Assistant to the Vice President, Student Affairs, submitted 1/25/16, effective 1/14/16.

Retirement (B-8)

Gregory Dombrowski, Facility Services, Custodian, 5 years of service, effective 4/17/16.

Laura Lubeck, Leave of Absence, Academic Affairs Assistant, 16 years of service, effective 3/15/16.

Gregory Osowski, Social Science, Arts and Fitness Division, Criminal Justice Instructor, 21½ years of years of service, effective 5/9/16.

Nancy Wade, Financial Services, Payroll Supervisor, 1½ years of service, effective 5/31/16.

Other Severance (C-8)

Brian Stewart, Institutional Research and Reporting, Business Intelligence Systems Analyst, effective 1/29/16.

Appointment (D-8)

Enaam Abyad, 6237 Miller Road, Dearborn, 48126, Food Service Associate (Part-Time), Skylight Café, \$9.36, Step 1, effective 2/15/16, 10 Months.

Susan Barnes, 4488 First, Ecorse, 48229, Nursing Instructor, Health Sciences Division, \$57,951 (prorated), MA, Step 4, effective 1/6/16, 10 Months; BS from Madonna University with a major in nursing, MS from Wayne State University with a major in nursing. This is a temporary, full-time assignment for the Winter 2016 semester.

Zachary Krug, 35819 Meadowbrook, Livonia, 48154, Orientation/New Student Engagement Associate (Part-Time), Enrollment Services, \$16.51, Step 2, effective 2/8/16, 12 Months.

Expression of Sympathy (E-8)

Kenneth Matedne, appointed 8/23/12, Adjunct English Instructor, Communications Division, deceased 2/3/16.

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BOARD REPORT

SUBJECT: HFC Board of Trustees Scholarships

The Board of Trustees of Henry Ford College has offered scholarships to graduates of Dearborn high schools since 1948. The Board of Trustees has agreed to offer two scholarships per high school. These scholarships cover the cost of tuition and are available for four semesters or sixty-two credit hours per student (whichever comes first), assuming that the student maintains a high standard of conduct and a minimum grade point average of 2.0 each semester.

Candidates for the Board of Trustees Scholarships are recommended to the Board through the principals' offices. They are students with outstanding academic records, are not recipients of HFC's Honors Scholarships, and are not receiving the Michigan Competitive Scholarship.

Following is a list of those students recommended for HFC Trustees' Scholarships. All of these students are residents of the Dearborn Public School District.

Dearborn High School

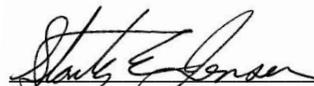
Mustafa Altameemi 7252 Orchard Dearborn, MI 48126	Marwa Saad 23151 Lawrence Dearborn, MI 48128
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Edsel Ford High School

Amber Aytes 24926 Hickory St. Dearborn, MI 48124	Yassin Mohamed 13211 Bryan Dearborn, MI 48126
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Fordson High School

Yaqdan Abdulmalik 5147 Reuter Dearborn, MI 48126	Fatima Sarieni 7228 Anthony Dearborn, MI 48126
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Stanley E. Jensen, PhD
President



Mary Lane
HFC Board of Trustees, Chair