

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

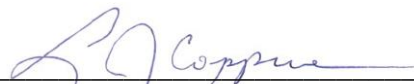
**SUBJECT:** Colleague Student Planning - A Guided Pathways Tool

As Henry Ford College nears implementation of Guided Pathways, an increased effort is being made to ensure that academic programs are clearly and accurately mapped and that the registration tool used by students is easy to navigate, contains complete and accurate information, and guides them, without confusion, to earn a certificate or a degree.

The Colleague Student Planning module aligns with the goals of Guided Pathway by:

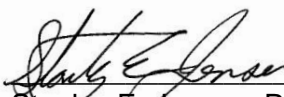
- Decreasing/eliminating confusion by students regarding what they need to take to finish a credential or transfer successfully.
- Saving students time and money, including financial aid eligibility by outlining requirements rather than electives for credential completion and/or transfer eligibility.
- Offering peace of mind that their financial aid is protected as long as they remain on their academic path.
- Offering online advisor or counselor interaction throughout the student's academic journey so they know that someone is helping them stay on track. There are also advisor approval and denial features so that dual enrollment students take only what is approved by high schools and HFC students on probation stick to their academic plan and avoid academic dismissal.
- Keeping students motivated by showing them the academic progress they are making.
- Providing what-if analysis so that students may consider changing paths if they realize that a different program is more time efficient and will also help them meet their goals.

The Student Planning roll out occurred as a pilot in early spring of 2016. A communication and training plan is now underway for students and employees as is a plan to implement added features that will assist in advisor/advisee communications. Members of the Board will be provided with an overview of the features and benefits of Student Planning as well as the positive support it provides in the implementation of Guided Pathways.



---

Lisa Copprue, Ph.D.  
Vice President of Student Affairs



---

Stanley E. Jensen, Ph.D.  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** Thermo Scientific Gas Chromatograph System  
Sealed Bid #17805

The faculty of the Science Division requests a contract for the purchase of one (1) Thermo Scientific TRACE 1310 Gas Chromatograph System including related components and training. Students will use this instrument in laboratory courses offered by the Biotechnology Program. Gas chromatography (GC) is used in analytical chemistry for separating and analyzing various compounds. Typical uses of GC include testing the purity of a particular substance, or separating the different components of a mixture. The relative amounts of such components can also be determined. In some situations, GC may help in identifying a compound. Thermo Fisher Scientific manufactures this highly specialized piece of laboratory equipment and distributes it through a limited number of sellers. HFC Foundation accounts provide the funding for this purchase.

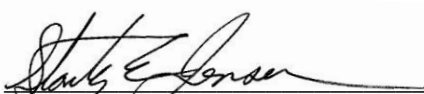
The College solicited proposals under Sealed Bid #17805. The bid responses appear below.

Fisher Scientific	\$33,418.34
Carolina Biological Supply	No Bid
Cole-Parmer Instrument	No Reply
Daigger	No Reply
Fox Scientific	No Reply
Neu-Millennia Scientific	No Reply
Thomas Scientific	No Reply
Wards Natural Science	No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to Fisher Scientific Co. for \$33,418.34 for the purchase of a Thermo Scientific Gas Chromatograph System and related components and services, in accordance with the specifications of Sealed Bid #17805.

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

  
\_\_\_\_\_  
Stanley E. Jensen, Ph.D.  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** Ventrac 4500 Compact Tractors  
Sealed Bid #17837

The Chief Information Officer/Director of Facility Services requests a contract for the purchase of two (2) Ventrac 4500 Compact Tractors with a 72" dozer (snow) blade and cab enclosure. These tractors, with full time all-wheel drive, can be equipped with additional accessories in the future for mowing, tilling, trenching, brushing, blowing, and other landscaping functions. The new tractors replace existing inoperable equipment: one Hustler 4500 Industrial Mower purchased in 1998 and one purchased in 2001.

The College solicited proposals under Sealed Bid #17837. The bid responses appear below.

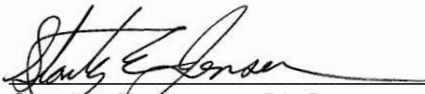
Jacobsen, Novi MI	\$56,809.26
Jacobsen Great Lakes, Grand Rapids MI	No Reply
Koenig Equipment, Greenville OH	No Reply
Mast-Lepley Ag-Hardware-Turf, Apple Creek OH	No Reply
Medina Tractor Sales, Median OH	No Reply

The College sent bids to authorized Ventrac dealers within 200 miles of Dearborn, as listed on the manufacturer's website. Subsequent to issuing the bid, the manufacturer sent a letter to the College stating that Jacobsen is the sole authorized representative located in the State of Michigan for sales and delivery of the Ventrac line of equipment.

**RECOMMENDATION:**

The College administration recommends a contract award to Jacobsen for \$56,809.26 for the purchase of Ventrac 4500 Compact Tractors, in accordance with the specifications of Sealed Bid #17837.

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

  
\_\_\_\_\_  
Stanley E. Jensen, Ph.D.  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** Snow Removal and Salting Services  
Sealed Bid #17873

The Chief Information Officer and Director of Facility Services requests a contract for all services, labor, materials and equipment necessary to remove accumulations of snow and ice from College parking lots and roadways during the 2016/2017 snow season. Services shall include snow plowing and salting at the Main Campus and East Campus when accumulations exceed two inches. The College and the contractor may extend the ensuing agreement for a maximum of four (4) additional snow removal seasons, subject to an annual review and their mutual consent.

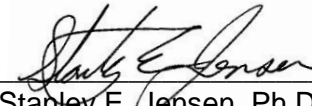
The College solicited proposals under Sealed Bid #17873. The bid responses appear below.

Contractor	Snow Removal Cost per Push (2" – 5" accumulation)			Salting Cost per Ton
	Main	East	Total	
The Greener Side	\$1,550.00	\$235.00	\$1,785.00	\$98.00
Frank's Landscaping	\$2,550.00	\$225.00	\$2,775.00	\$110.00
Great Oaks Landscape	\$2,700.00	\$475.00	\$3,175.00	\$135.00
Backer Landscaping	\$3,180.00	\$450.00	\$3,630.00	\$110.00
Professional Grounds Services	\$5,000.00	\$625.00	\$5,625.00	\$145.00
VIVID Maintenance	\$8,500.00	\$1,080.00	\$9,580.00	\$165.00
BrightView			No Bid	No Bid
D & B Landscaping			No Reply	No Reply
D & P Services			No Reply	No Reply
Panetta's Landscaping			No Reply	No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to The Greener Side, Inc. for \$45,000 (estimated) for Snow Removal and Salting Services, in accordance with the specifications of Sealed Bid #17837.

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

  
Stanley E. Jensen, Ph.D.  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** Campus Safety Consulting Services  
Sealed Bid #17577

The Special Assistant to the President and Vice President of Human Resources/Campus Safety Division requests a contract for the services of an experienced consultant to conduct a comprehensive and thorough operational, organizational and arming assessment of the Office of Campus Safety (OCS) at Henry Ford College. The Consultant shall perform a professional and objective assessment of OCS and its current ability to: fulfill its mission; serve students, employees, and the public; create and sustain a safe and secure campus environment; protect individuals, groups, and property; and conduct its operations in a professional manner that meets current best practices in higher education and as required by applicable law. The assessment will include, without limitation, the following areas:

- a) The College's existing written plans, policies, guidelines, and supporting documents related to campus safety and security;
- b) The College's actual practices related to safety and security;
- c) The College's ability to respond effectively and efficiently to emergencies;
- d) The College's selection, training and staffing practices for safety and security personnel;
- e) The College's crime prevention preparedness plans and practices; and
- f) The College's organizational structure for management, oversight and coordination of campus security and emergency preparedness.

Before submitting its final report, the Consultant will meet with the senior leadership of the College to present a summary of its proposed findings and recommendations.

Thereafter, the Consultant shall prepare a final report that includes the Consultant's findings and specific recommendations for making improvements in the College's plans, policies, practices, and organizational structure related to campus security and emergency preparedness. As part of its findings and recommendations, the Consultant will include the following items in its final report:

- a) a gap analysis, which is as an assessment of the current state of the College relative to best practices or benchmarks for plans, policies, practices, organizational structures, equipment and technology of other educational institutions related to campus security, emergency preparedness, and compliance with applicable laws;
- b) an assessment of the need for and viability of having an armed and/or sworn security force on campus including:
  - i. an assessment of the College's current capacity for implementing an armed force if one is recommended and alternative models;
  - ii. fully vetted options with an explanation of both pros and cons including an analysis of risks, cost, and benefits of each alternative model and a best recommended model;
- c) Consultant will work with the College to identify which model or combination of models the College decides to implement;

- d) Subsequent to the College determining a model, Consultant will provide a supplemental report that outlines a cohesive, comprehensive, feasible, sequenced, and timed set of actions based on the needs and timeline for implementation that is set by the institution; and
- e) a schedule of recommended changes that shows a ranking by priority; such as, High Priority, Medium Priority, and Low Priority.

The College solicited proposals under Sealed Bid # 17577. The bid responses appear below.

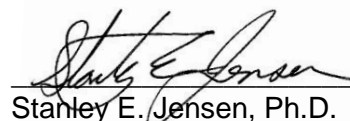
Centerra Group	\$19,999.42
Security Risk Management Consultants	\$22,985.00
Margolis, Healy & Associates	\$23,000.00
D. Stafford & Associates	\$31,700.00 revised to \$25,950.00
Recon Management Group	\$32,200.00
Alvarez & Marsal	No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to Stafford and Associates for \$25,950.00, in accordance with the specifications of Sealed Bid #17577 and the Consultants proposed deviations to 4.2.3(c) (d) and (e) with the removal of 4.2.1(g) regarding Clery Act and 4.2.1(e) regarding emergency preparedness training.

The Selection Committee selected Stafford & Associates at Stafford & Associates original bid price even though they were not the lowest bid. The decision was based on several factors, including, without limitation: 1) previous work with the College regarding Title IX and Clery Act compliance, 2) assignment of a highly regarded Michigan-based consultant, and 3) experience and reputation of work of this nature in higher education in Michigan. After Stafford and Associates was selected the Committee reviewed the Clery Act and emergency preparedness training items and removed them from the scope of work. Stafford & Associates agreed to adjust its price based upon this change. The Selection Committee would not have changed their original selection of Stafford & Associates regardless of the price adjustment or change in scope of work.

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

  
 Stanley E. Jensen, Ph.D.  
 President

## **STAFF RECOMMENDATIONS**

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

### Resignation (A-2)

Roy Kellerman, appointed 4/30/14, Instructional Technology, Multimedia Associate, submitted 8/24/16, effective 9/5/16.

Karen Pokrywki, appointed 10/5/09, Hospitality, Lab Associate II, submitted 8/15/16, effective 8/26/16.

### Resignation/Retirement (B-2) – Local 1650 Voluntary Employee Severance Program (VESP)

Martin Anderson, Social Science, Arts and Fitness Division, Art Instructor, 34½ years of service, effective 8/16/17.

Carla Bell, Communications Division, English Instructor, 13½ years of service, effective 8/15/17.

Cynthia Bida, Math and Science Division, Biology Instructor, 16 years of service, effective 6/30/17.

Katherine Grahl, Communications Division, English Instructor, 28 years of service, effective 8/16/17.

Mary Grunow, Communications Division, English Instructor, 27 years of service, effective 8/17/17.

Miles Jarvis, Industrial Technology Division, Trade and Apprentice Instructor, 20 years of service, effective 8/16/17.

Diane Mancinelli, Social Science, Arts and Fitness Division, Health and Physical Education Instructor, 30 years of service, effective 8/16/17.

George Popovich, Social Science, Arts and Fitness Division, Theater Instructor, 32 years of service, effective 5/8/17.

### Appointment (C-2)

James Anderson, 3978 Wexford Drive, Wixom, 48393, Trade and Apprentice Education Instructor, Industrial Technology Division, \$55,498 (prorated), LMA, Step 5, effective 8/23/16, 10 Months, AS degree from Radio Electronic and Television Schools of America with a major in electronic engineering technology, BS degree from Siena Heights University with a major in electronic engineering technology. This is a temporary, full-time position for the Fall 2016 semester.

Theresa Betts, 28704 Groveland Street, Roseville, 48066, New User Librarian, Library, \$76,978 (prorated), MA, Step 5, effective 9/8/16, 11 months; BA degree from Kalamazoo College with a major in English, MA degree from The University of Michigan, Ann Arbor with a major in library and information services.

Appointment (C-2) (continued)

Bob DeMayer, P.O. Box 20977, Ferndale, 48220, Library Associate I (Part-Time), Library, \$14.10 per hour, Step 4, 12 Months.

Andrea Gafford, P.O. Box 194, Tecumseh, 49266, Nursing Instructor, Health Sciences Division, \$67,565 (prorated), MA 30, Step 5, effective 8/23/16, 10 Months; ADN from Henry Ford College with a major in nursing, BSN from Madonna University with a major in nursing, MSA from Madonna University with a major in nursing administration, MSN from Madonna University with a major in nursing. This is a temporary, full-time assignment for the Fall 2016 semester.

Ammie Helling, 45773 Bryn Mawr, Canton, 48187, Counselor, Counseling, \$62,079, MA, Step 5, effective 8/30/16, 10 Months; BS degree from Central Michigan University with a major in psychology and sociology, MA degree from Wayne State University with a major in counseling. This is a temporary, full-time position for the 2016-2017 academic year.

Tia Silva, 12665 Hannan Road, Romulus, 48174, Student Success Navigator, Advising and Student Success, \$21.28 per hour, Step 4, 12 Months.

Glenn Wisniewski, 28 Southgate Road, Franklin, MA, 02038, Trade and Apprentice Education Instructor, Industrial Technology Division, \$55,498 (prorated), LMA, Step 5, effective 8/23/16, 10 Months, BS from Siena Heights University with a major in electronics, MS from Central Michigan University with a major in administration. This is a temporary, full-time position for the Fall 2016 semester.

Reappointment to Professional Staff (D-2)

Mark Watson, Industrial Technology Division, Automotive Instructor, effective 8/23/16; REASON: Reappointment to temporary, full-time.