

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

Board Report

SUBJECT: American Sign Language Program

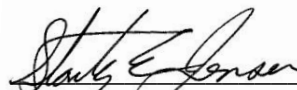
The Division of Communications is delighted to announce that its launch of the Deaf Certificate Program has been successful. This program started in Fall 2015 with two sections of ASL 131. This semester our class offerings have expanded to 10 sections, including all four levels of ASL, making ASL our third most popular world language after Arabic and Spanish. These classes are offered in both traditional face to face formats and hybrid, and the division is looking forward to making many of them fully online. Our first three students should be completing this program in May. A survey of students in the sign language classes revealed that 100% of respondents wished to obtain an Associate's Degree in ASL Interpreting. Partially as a result of this demand, the Communications Division will be introducing additional courses in ASL over the next year with a goal of offering an Associate in Applied Science degree in ASL Interpreting by Fall 2018.

In addition to meeting student demand, the division also took into consideration the needs of the community for interpreting services in ASL. According to statistics compiled by Gallaudet University, Michigan has a deaf population that exceeds 137,000 people, which makes Michigan seventh in the country for the number of Deaf and Hard of Hearing adult residents. The E-Michigan Deaf and Hard of Hearing People, a public interest group, expresses deep concerns about a severe shortage of interpreters in this state. With an AAS degree, Henry Ford College students can be certified as ASL interpreters in the state of Michigan and can make between \$20 and \$30 per hour depending on experience. Consequently, we see the potential for graduates of this program to find well-paying jobs while serving a population that is in desperate need.

In the not so distant future, the Division of Communications intends to develop a complete program with at least one online university through the planned Virtual University Center. In fact, ASL Instructor Jenny Stewart graduated through a very similar program offered by Sinclair Community College and Siena Heights University. Offering an online completion program would provide students with the opportunity to work as certified interpreters as they complete their Bachelor's Degree at their convenience with little or no student debt. Once students obtain the BS degree in ASL Interpretation, they are eligible to apply for national certification, allowing them to command an even higher salary in the field.



Michael A. Nealon, Ph.D.
Vice President of Academic Affairs



Stanley E. Jensen, Ph.D.
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

**Resolution of Henry Ford College Board of Trustees Reaffirming Henry Ford College's
Commitment to Being a Welcoming College**

Whereas, Henry Ford College is welcoming to everyone, including immigrants, refugees, internationals and diverse individuals from all walks of life seeking education and employment opportunities; and

Whereas, Henry Ford College is an integral part of the diverse community it serves; and

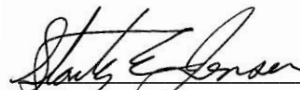
Whereas, Henry Ford College desires to reaffirm its long-standing commitment to being a welcoming college

It is hereby resolved:

Henry Ford College shall continue its commitment to welcome individuals from all walks of life. Our diverse employees, students, their families and the community that we serve are who we are. Their diverse knowledge, skills and backgrounds and experiences enlighten and strengthen our College community, contribute to its growth and provide a foundation for tomorrow's leaders. We are committed to their success and providing an open door to their educational and professional goals. This long standing commitment is woven throughout our College Mission Statement, values, policies, services, and daily practices. We reaffirm this commitment as follows:

1. We will continue to provide equal opportunity access to our educational offerings, activities and jobs.
2. We will continue to use our best efforts to provide a safe environment, free from intimidation and discrimination and we will continue to protect the civil rights of all college community members by prohibiting and taking prompt and remedial action against all forms of discrimination, harassment and violence based on age, race, religion, national origin, immigration status, gender, transgender, gender expression, gender questioning, weight, disability, perceived disability, veteran status and any other legally protected personal characteristic. The College shall continue to provide support services to victims of such prohibited conduct.
3. We will continue to be an educational voice for acceptance, understanding, compassion and inclusiveness for our racial and ethnic minorities and Lesbian, Gay, Bi-sexual, Transgender, Questioning (LGBTQ) community members.
4. We will continue, in accordance with the Family Educational Records Privacy Act, to not disclose the private educational records of our students without the student's/guardian's consent or as required by law.
5. We do not and will continue to refrain from inquiring about or documenting a student's or family member's immigration status except as required for processing student visas, and will not disclose such information without the student's /guardian's consent or as otherwise required by law. We do not and will continue to refrain from tracking undocumented students or their family members.
6. We will continue to follow the law applicable to inquiries from and visits by immigration officials to College property and require search warrants and court orders as may be

7. applicable to legally protected private areas, student and employee information and records except when to do so would be detrimental to the College and the community it serves.
8. We will continue to provide support services including without limitation, counseling and advising services regarding student visas, financial aid, scholarships, internships, career opportunities, college community integration, the international student resource center, disability accommodations, victim support services, mental health support, diversity and inclusiveness programs.
9. The College shall seek to enhance its continuing partnerships with community based organizations and legal services organizations as referral sources for students and employees with immigration and LGBTQ rights questions and communicate these sources to the College community.
10. The College shall continue to embrace the principles of First Amendment Free Speech, academic freedom and the free exchange of ideas and recognize the free association rights of faculty staff, students and their respective organizations. The College does not and shall continue to refrain from engaging in profiling or discriminating against students, faculty or staff based on political affiliation, immigration status, gender, gender expression or transgender status.



Stanley E. Jensen, Ph.D.
President

**HENRY FORD COLLEGE
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BOARD REPORT

SUBJECT: Proposed Technology Investment Fund Projects

Listed below is a summary for a projects recommended for funding by the Technology Investment Committee (TIC).

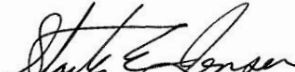
Project Director Division/Department	Nature of Request	Approved Funding
Joe Zitnik IT Services	Proposal to survey five buildings for wireless coverage,	\$20,000
Joe Zitnik IT Services	Proposal to partially fund additional enterprise disk storage.	\$126,622
Cassandra Fluker Office of Student Activities	Proposal to purchase and install a large electronic sign (message center) in the hub of campus for increasing student engagement and awareness of student programs.	\$54,260
Holly Diamond, Nikole Ford Enrollment Services	Proposal to upgrade computers in Enrollment Services.	\$76,812
Doris Toney Communications – Speech	Proposal to provide opportunities to increase the success of students enrolled in the speech classes and student success in speech delivery across disciplines.	\$64,430
Carole Sloan Fine Arts and Fitness	Continue the development of the exercise science lab with the addition of lab equipment and improved classroom/laboratory space.	\$55,216
Carla Serfas Biology	Proposal for the purchase of an Anatomage virtual dissection table, InVivo5 3D imaging software and Medical Design Studio software,	\$81,370
Joyce Hommel Eshelman Library	Technology and information for students at the time it is required and for hands-on interactive classes in the newly designed Vogt room.	\$10,589
Adam Cloutier Teaching and Learning Services	Video Lecture Capture Software and services to provide tools and technology to capture, create, import, manage and deliver classroom content over the web with speed and efficiency.	\$25,000
Bonnie Jobe Health and Physical Fitness	Update the Fitness Center strength training equipment and purchase an In Body Composition Analyzer.	\$56,970
Ammie Helling Student Affairs	Proposal to fund computers for the student mentors.	\$6,500
	Total Funds	\$577,769

The Technology Investment Committee held an open meeting on March 14, 2017 to hear presentations from divisions/departments requesting funds. The committee recommended this proposal for funding. This project has also been reviewed by College administration which offers its support. The total funding for TIF projects which the committee is recommending is \$583,448.

RECOMMENDATION:

The College administration concurs with the Technology Investment Committee and recommends this project be approved for funding by the HFC Board of Trustees.


John S. Satkowski, JD
Vice President of Financial Services


Stanley E. Jensen, PhD
President

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Restaurant Kitchen Equipment
Sealed Bid #18270

The faculty of the Business and Computer Technology Division requests a contract for the purchase of Restaurant Kitchen Equipment for instructional use in the Culinary Arts program. The purchase includes one (1) Double Deck Pizza Oven, Bakers Pride Model No. FC-516/D-125, and two (2) Sandwich/Salad Preparation Refrigerators, Beverage Air Model No. SPED36-15M, which students will use in the Hospitality kitchen. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

The College solicited proposals under Sealed Bid #18270. The bid responses appear below.

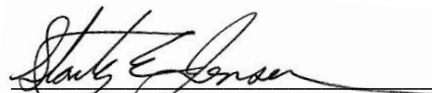
Douglas Equipment	\$28,707.94
Stafford Smith	33,568.00
Great Lakes Hotel Supply	35,073.00
All Things Restaurant	37,885.03
Edward Don & Company	37,943.00
Gold Star Products	No Reply
Hubert Company	No Reply
Peoples Restaurant Equipment	No Reply
TriMark Strategic	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Douglas Equipment for \$28,707.94 for the purchase of Restaurant Kitchen Equipment in accordance with the specifications of Sealed Bid #18270.



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



Stanley E. Jensen, Ph.D.
President

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Dining Room Renovation - Student and Culinary Arts Center
Sealed Bid #17999

The Director of Facilities Services requests a contract for the labor, materials, equipment and services necessary for the Dining Room Renovation project. The project scope includes the following renovations and additions to the Fifty-One O One Restaurant operated by the College's Hospitality & Culinary Arts program: removing the salad bar and existing window valances; replacing the existing cabinets in the reception area; two new portable bar units; new fire rated window in the existing salad bar area; new wood entrance door; refinishing chair rails and painting register covers, walls, soffits and ceilings; new vinyl wall covering; new carpeting and rubber base trim; and new pendant light fixtures, cabinet lighting, recessed fixtures, cove lighting, and dimmer switches.

The College invited bid submissions under Sealed Bid #17999. The bid responses appear below. The project design team reviewed the results and recommended an award to the low, qualified bidder.

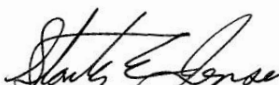
PGC Development	\$82,890
Brenca Contractors	110,000
Envision Builders	136,900
Building Technology Services	139,900
Kasco	172,449
Braun Construction	No Reply
Robert Van Kampen	No Reply

RECOMMENDATION:

The College administration recommends a contract award to PGC Development for \$82,890 for the Dining Room Renovation project in accordance with the specifications of Sealed Bid #17999.



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



Stanley E. Jensen, Ph.D.
President

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BID AWARD

SUBJECT: Kitchen Hood Replacement - Student and Culinary Arts Center
Sealed Bid #18000

The Director of Facilities Services requests a contract for the labor, materials, equipment and services necessary for the Kitchen Hood Replacement project. The project scope includes the following renovations and additions to the kitchen operated by the College's Hospitality & Culinary Arts program: replacing an existing 8' wide stainless steel kitchen hood; providing utilities for a new dual fuel rotisserie grill; rearranging existing pieces of equipment and adding new equipment under an existing kitchen hood; and providing a new pass-thru window in the existing stainless steel clad wall.

The College invited bid submissions under Sealed Bid #18000. The bid responses appear below. The project design team reviewed the results and recommended an award to the low, qualified bidder.

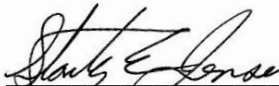
PGC Development	\$46,474
Brenca Contractors	69,000
Building Technology Services	89,900
Braun Construction	No Reply
Envision Builders	No Reply
Kasco	No Reply
Robert Van Kampen	No Reply

RECOMMENDATION:

The College administration recommends a contract award to PGC Development for \$46,474 for the Kitchen Hood Replacement project in accordance with the specifications of Sealed Bid #18000.



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



Stanley E. Jensen, Ph.D.
President

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BID AWARD

SUBJECT: Office Renovations - Welcome Center
Sealed Bid #18295

The Director of Facilities Services requests a contract for the labor, materials, equipment and services necessary for the Welcome Center Office Renovations project. The project scope includes renovating to the northwest corner of the third floor of the Welcome Center to convert three existing unassigned offices and an underutilized training space into six offices, an open receptionist area and a training space for the Human Resources department. The selected contractor shall remodel an existing area of approximately 2,000 square feet; remove areas of existing office walls for new door openings; add four new office walls and doors; and revise utilities as required for reconfigured office spaces.

The College invited bid submissions under Sealed Bid #18295. The bid responses appear below. The project design team reviewed the results and recommended an award to the low, qualified bidder.

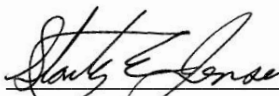
PGC Development	\$58,780
Envision Builders	78,900
Building Technology Services	79,900
Brenca Contractors	97,000
Kasco	159,617
Braun Construction	No Reply
Robert Van Kampen	No Reply

RECOMMENDATION:

The College administration recommends a contract award to PGC Development for \$58,780 for the Welcome Center Office Renovations project in accordance with the specifications of Sealed Bid #18295.



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-8)

Eileen Husband, appointed 5/12/14, Legal Services, Vice President, submitted 3/3/17, effective 3/17/17.

Retirement (B-8)

Randolph Connop, Facility Services, Electrician, 22 years of service, effective 4/17/17.
John Streffon, Facility Services, Building Operator, 29.5 years of service, effective 4/28/17.

Other Severance (C-8)

Jefrey Lao, Business and Computer Technology Division, Hospitality Instructor, effective 3/6/16;
REASON: Termination – Violation of College Policies.

Appointment (D-8)

Melissa Adkins, 1749 Oak Street, #27, Wyandotte, 48192, Library Associate I (Full-Time), Library, \$12.08 per hour, Step 1, effective 3/13/17, 12 Months.

Wafiyah Alaji, 5675 Merrick Street, Dearborn Heights, 48125, Senior Teller (Full-Time), Student Accounts, \$16.19 per hour, Step 3, effective 2/20/17, 12 Months.

Jamal Washington, 6204 Field Street, Detroit, 48213, Library Associate II (Part-Time), Library, \$14.83, Step 1, effective 2/27/17, 12 Months.

Leslie Windless, 23469 Annapolis Street, Dearborn Heights, 48125, Financial Aid Associate (Full-Time), Financial Aid, \$17.09 per hour, Step 2, effective 3/6/17, 12 Months.

Change in Classification (E-8)

Sandra Cartwright, from Financial Services, Payroll Manager, to Payroll Associate, Financial Services, effective TBD, \$26.11 per hour, Step 10, 12 Months.

Steven Luchonok, from Enrollment Services, Enrollment Associate II to Enrollment Associate III, Enrollment Services, effective 2/27/17, \$14.83 per hour, \$1.33 Inc., total \$16.16 per hour, Step 1, 12 Months.

Gregory Pudulek, from Edsel Ford High School, Engineer D, to Engineer A, Facility Services, effective 3/7/17, \$22.82 per hour, \$0.95 Long, \$0.12 hours, \$0.12 skilled, \$0.40 license, \$1.11 Inc., total 25.52 per hour, Step 7, 12 Months.