

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

SUBJECT: Enrollment Management Update

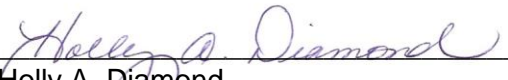
As the fall 2017 semester draws near and we plan strategically for the future, it is important to highlight the enrollment management efforts for Henry Ford College. Enrollment management for the College represents the strategies and tactics involved with recruiting, enrolling and retaining students that further the enrollment growth and sustainability of the institution.

The recruitment and retention efforts of the institution are always in progress and continuously under review for improvement to achieve or exceed our targeted enrollment goals.

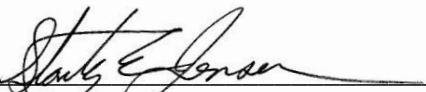
Some of the strategies and tactics involved in this year's enrollment efforts have included:

- Growth of strong relationships with high school and community partners
- Expansion of on-campus recruitment events
- Introduction of mandatory New Student Orientation
- Collaboration of representatives from across the College on the Enrollment Planning Team to develop comprehensive strategies focused on attracting and retaining students
- Enhanced use of data and technology to focus interventions and communication strategies at various points of enrollment
- Personalization of relationships with our students, parents and other constituents
- Implementation of Student Success Navigators to guide students on their educational paths
- Specialized enrollment services for high school and corporate partners

There are fewer students graduating from high school and pursuing a college education, with an upswing not expected until 2023 and that growth will be minimal. As a result, our enrollment management efforts must remain fluid. As the needs of our constituents change, so too, must we change. The College must be able to assess the needs of business/industry and other partners and have the ability to respond from the standpoint of academic programs and services. Because of this, enrollment management must be embraced by the College as a whole, and is only successful if all key College partners participate. With our many coordinated efforts, we look forward to continuing to impact and improve enrollment and retention.



Holly A. Diamond
Executive Director, Enrollment Services



Stanley E. Jensen, Ph.D.
President

SCHOLARSHIP PRESENTATION

Event Report #4380
August 14, 2017



Scholarship Celebration Brunch Thursday, August 3, 2017



Remember what you were given.
Remember to give so others have a chance.



Donors and Scholarship Recipients



It was a pleasure coming and we really found the event to be successful. I hope I get the chance to do it again. Here is a picture of myself and my 2 other friends that we took on that day. - Hassan Berry, HFC Student



Good afternoon, I did enjoy the scholarship brunch. In fact, it was the highlight of my week. That was a very special memory I will cherish. Thank you for giving me the opportunity to attend the scholarship brunch. I do have a picture with I took with Tammy from Marathon Petroleum. - Joslyn Hampton, HFC Student



Pictured: Michelle Cermak, HFC Nursing Student



Pictured: Amari Hamed, HFC Student & Roxanne McDonald, Scholarship Committee Member

Approximately 160 scholarship recipients attended the scholarship brunch.



Scholarship Program Overview

Margaret Blohm, Foundation Board Chair, requested a moment of silence at the scholarship event for former Foundation Board Members who are no longer with us.

Sir Michael Berry passed away on October 22, 2016.

Barbara Darin passed away on February 13, 2017.

Both of these individuals also established Endowed Scholarships in their names prior to their passing.



Scholarship Program Overview

Scholarship Information	2015/2016	2016/2017	*2017/2018
Awarded Amount	\$266,655.97	\$266,921.27	*\$300,000
Number of Awards	333	350	*300
Average Scholarship Award Amount	\$800.76	\$762.63	*\$1,000.00
Scholarship Applications	1029	1141	1199

Additional Information for 2017/2018

- 2017/18 scholarship information is an estimate as athletic scholarships and winter awards will not be made until the winter 2018 semester.
- 86% of this year's recipients had a 3.0 GPA or higher.
- Of that 86%, 51 students have maintained a 4.0 GPA.



Scholarship Program Overview

- The scholarship application period for students is from January 1 – March 31 of each year.
- In April, the scholarship committee reviews scholarships and makes selections.
- Students are notified of their award in early May.
- A condition of receiving the scholarship is that the recipient must provide a thank-you letter to the donor.



**Scholarship Program Overview
Thank You Letters From Scholarship Recipients**

Dear Seavitt Family,

I am sincerely honored to have been selected as the recipient of the Andrea Seavitt Scholarship. Thank you for your generosity, which has allowed me to further my education and increase the chance of achieving my educational dream.

As I complete my education at Henry Ford College, I am very thankful for receiving your thoughtful gift. Because of your scholarship, you have lightened my financial burden which will help me focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Thank you again for your thoughtful and generous gift.

Sincerely,

Saleh Ahmed



**Scholarship Program Overview
Thank You Letters From Scholarship Recipients**

To the Marathon Petroleum Corporation,

I am writing this to thank you for selecting me for a scholarship that will help me to cover costs at nursing school. As a mother of five, who stopped working to achieve my dream of becoming a nurse, this means a great deal to me. I will study hard to become the best that I can be. This award will help me to not have to worry about my tuition bills this semester. Again, thank you for this wonderful award.

Sincerely,

Jennifer Ramirez
Future nurse



**Scholarship Program Overview
Thank you letters from scholarship recipients**

Dear Kenneth Anderson Endowed Memorial Scholarship,

I would like to thank the Kenneth Anderson Endowed Memorial Hospitality Scholarship for the \$1000 scholarship to go towards my study in Culinary Arts at Henry Ford College. Because of this scholarship I am able to continue my studies in Culinary Arts without having to take a break for financial reasons. I will be able to continue as a full time student, because of your generous donation. Like Mr. Kenneth Anderson, Culinary Arts will serve as a second career for me. I have been an educator for 22 years in the city of Detroit, and I'm preparing for my retirement. My plan is to start a small catering business after receiving my Associate Degree in Culinary Arts. This scholarship has given me the encouragement to keep going and not allow life situations to get in my way. Thank you so much for sowing into my future as a Culinary Arts student and a future Small Catering Business owner. Your gift is greatly appreciated, and is valued greatly not only by me, but my supportive family, my parents, three sisters, one brother-in-law, one nephew and one niece. Thank you so much for this scholarship. God Bless you and your family from my family and I.

Sincerely yours,

Stephanie Rountree



**SCHOLARSHIP PROGRAM OVERVIEW
MOVING FORWARD....**

- We are continuing to reach out to donors to update scholarship agreements
- We are working with corporations and service organizations to bring in new scholarships
- We are sending out yearly scholarship overviews/updates to donors which include thank you letters from their donors
- We are developing donor profiles to share on the scholarship website so that recipients can learn more about their donors and what motivated them to establish the scholarship
- We will continue to work closely with the scholarship chair and scholarship committee to revisit the application and award process each year to reflect on things that worked well and things that may need changing or updating



SCHOLARSHIP PROGRAM OVERVIEW

Thank You!

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Executive Search Consulting Services
Request for Proposal #18668

The Henry Ford College Board of Trustees requested proposals from eligible executive search consultant firms to assist in the search for qualified candidates for the position of President of Henry Ford College, in accordance with the terms, conditions and specifications in Request for Proposal #18668. The selected firm must demonstrate that the company and the principal(s) assigned to the College have the experience and qualifications to successfully complete a search for a chief executive officer in higher education institutions that are similar in size and complexity to the College.

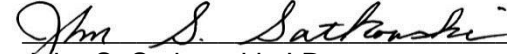
The College invited proposal submissions under RFP #18668. The responses appear below.

Firm	Maximum Fee
AGB Search	\$100,000
Academic Search	55,000
ACCT	60,000
Cizek Associates	No Reply
Community College Search Services	No Reply
Diversified Search	75,000
Harris Search Associates	No Bid
Heidrick & Struggles	No Reply
Hyatt-Fennell	No Reply
Isaacson, Miller	96,360
Pauly Group	58,000
R. H. Perry & Associates	65,000
RPA Inc	No Reply
Summit Search Solutions	No Bid
Wheless Partners	79,000

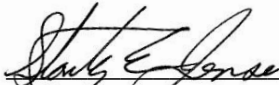
An evaluation committee reviewed the proposals and selected three firms that best satisfied the RFP's requirements – AGB Search, Academic Search and Wheless Partners. The committee conducted phone conferences with each of the finalists. Based on the results of the proposal evaluations and phone conferences, the committee recommends a contract award to the best qualified firm, AGB Search.

RECOMMENDATION:

The College administration recommends a contract award to AGB Search for \$100,000 for Executive Search Consulting Services in accordance with the specifications Request for Proposal #18668.



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: Dell OptiPlex Computers
Sealed Bid #18568

The Executive Director of Enrollment Services/Registration requests a contract for the purchase of seventy-four (74) Dell OptiPlex 3050 All-in-One Computers. These new systems will replace five-year-old computers used by students in the Enrollment Lab on the first floor of the Welcome Center. Many 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. The Technology Investment Fund (TIF) provides 100% of the funding for this project.

The College solicited proposals under Sealed Bid #18568. The bid responses appear below.

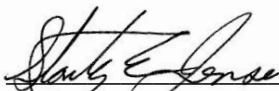
Access Interactive	\$63,270.00
Zones, Inc.	65,860.00
PCMG	72,223.26
Best Buy for Education	No Reply
Canton Computers	No Reply
Dell EMC	No Reply
Office Depot/Tech Depot	No Reply
Troxell Communications	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Access Interactive for \$63,270.00 for the purchase of Dell OptiPlex 3050 All-in-One Computers in accordance with the specifications of Sealed Bid #18568.



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



Stanley E. Jensen, Ph.D.
President

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BID AWARD

SUBJECT: Liberal Arts Substation Replacement
Sealed Bid #18668

The Director of Facilities Services requests a contract for the labor, materials, equipment and services necessary for the Liberal Arts Substation Replacement project. The electrical substation in the Liberal Arts Building is in poor condition and in need of replacement. The project includes removing the old substation and installing the new replacement, providing new loop switches, installing a new louvre in the electrical vault, bringing the electrical vault egress up to code, and enlarging the existing areaway to accommodate the removal of the old substation and the installation of the new substation.

The College invited bid submissions under Sealed Bid #18668. The bid responses appear below. The project design team reviewed the results and recommended an award to the low, qualified bidder.

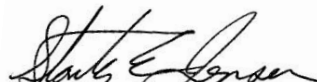
R. Simon Electric	\$381,000
J. Ranck Electric	384,589
Ferndale Electric	435,511
Conti Corporation	No Bid
Bayview Electric	No Reply
Center Line Electric	No Reply
Hatzel & Buehler	No Reply
J & J Electric	No Reply
McNulty Electric	No Reply
Rauhorn Electric	No Reply

RECOMMENDATION:

The College administration recommends a contract award to R. Simon Electric, LLC for \$381,000 for the Liberal Arts Substation Replacement project in accordance with the specifications of Sealed Bid #18668.



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



Stanley E. Jensen, Ph.D.
President

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BID AWARD

SUBJECT: Welcome Center Foundation Offices
Sealed Bid #18703

The Director of Facilities Services requests a contract for the labor, materials, equipment and services necessary for the Welcome Center Foundation Offices project. The project scope includes building three new offices for Foundation staff in part of the common area on the third floor of the Welcome Center, removing and replacing existing ceiling systems and carpeting, and revising HVAC and electrical systems as required for the reconfigured offices.

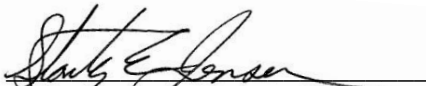
The College invited bid submissions under Sealed Bid #18703. The bid responses appear below. The project design team reviewed the results and recommended an award to the low, qualified bidder.

PGC Development	\$63,252
Brenca Contractors	97,000
Kasco	105,850
Envision Builders	119,600
Colasanti Construction Services	139,000
George W. Auch	No Bid
NBS	No Bid
A Z Shmina	No Reply
Building Technology Services	No Reply
Commercial Contracting	No Reply
DC Byers Company Detroit	No Reply
DMC Group	No Reply
JS Vig Construction	No Reply
Midwest Contracting	No Reply
Mosser Construction	No Reply

RECOMMENDATION:

The College administration recommends a contract award to PGC Development for \$63,252 for the Welcome Center Foundation Offices project in accordance with the specifications of Sealed Bid #18703.


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


Stanley E. Jensen, Ph.D.
President

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CONTRACT AWARD

SUBJECT: Palo Alto Software Subscription and Support Renewals

The Director of Network and IT Infrastructure requests a contract for the renewal of software subscriptions and support services for two (2) Palo Alto PA-5050 Firewalls. In order to improve the security, threat prevention and management of its information technology and internet networks, the College subscribes to the following Palo Alto licenses.

1. Threat Prevention software that adds integrated protection against network-borne threats, including exploits, malware, command and control traffic, and a variety of hacking tools.
2. URL Filtering software that utilizes Palo Alto's URL database that automatically categorizes unknown URLs to protect against malicious, high-risk and unwanted websites.
3. WildFire malware-analysis software that actively analyzes unknown files and links, including malware, websites, and command and control traffic, and delivers automatically created protections and intelligence back to subscribed customers.

The College ordered the Palo Alto Firewalls, including support and subscription services, from AmeriNet in July 2016 after the Board approved the award of Sealed Bid #17687. Over the past year, the company has provided excellent installation, training, and support services.

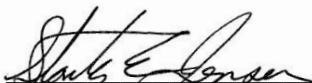
AmeriNet's quote for the annual software subscription renewals and support services totals \$72,380 – a decrease of \$504 from one year ago. The College requests a sole source award.

RECOMMENDATION:

The College administration recommends a contract award to AmeriNet for \$72,380 for Palo Alto Software Subscription and Support Renewals in accordance with Quote #QUO-15139H0V4 dated June 28, 2017.



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



Stanley E. Jensen, Ph.D.
President

STAFF RECOMMENDATIONS

Recommended action: Move to approve the following staff recommendations at HFC:

Resignation (A-1)

Melissa Adkins, appointed 3/20/17, Library, Library Associate I, submitted 7/12/17, effective 7/20/17.

Amy Ducher, appointed 9/1/04, Academic Affairs, Project Assistant, submitted 7/10/17, effective 7/21/17.

Joyce Hommel, appointed 10/6/14, Library, Supervisor, submitted 6/29/2017, effective 7/27/17.

Jerry Johnston, appointed 5/1/17, Financial Services, Payroll Manager, submitted 7/7/17, effective 7/7/17.

Clayton Smith, appointed 6/2/14, Student Accounts, Accounting Associate, submitted 8/1/17, effective 8/1/17.

Joseph Yaksich, appointed 1/1/15, School of Health and Human Services, Nursing Instructor, submitted 6/6/17, effective 8/21/17.

Retirement (B-1)

Sophie Craig, College Store, Buyer Associate, 44 ½ years of service, effective 7/6/17.

Bukurie Gjoka, Facility Services, Facilities Associate, 15 years of service, effective 7/27/17.

Peter Koprowicz, Facility Services, Engineer A, 31 ½ years of service, effective 9/8/17.

Gary Saganski, Academic Relations, Articulations and Partnerships, Director, 28 years of service, effective 7/31/17.

Appointment (C-1)

Mietta Colson, 29528 Balmoral Street, Garden City, 48135, Student Success Navigator, Counseling, \$21.62 per hour, Step 4, effective 7/18/17, 12 Months. This is a one-year, grant-funded position.

Tyra Marioneaux, 9076 Evergreen Avenue, Detroit, 48228, Enrollment Associate III, Enrollment Services, \$17.36 per hour, Step 2, effective 8/7/17, 12 Months.

Change in Classification (D-1)

Hala Al-Siyaghy, from School of Health and Human Services, Academic Affairs Assistant, to Assistant to the Associate Dean, School of Health and Human Services, effective 7/24/17, \$16.71 per hour, \$0.59 Increase, Total \$17.30 per hour, Step 4, 12 Months.

Charles Carter, from Food Service Assistant, Hospitality to Lab Associate II, Hospitality effective 5/30/17, \$10.55 per hour, \$4.28 Increase, Total \$14.83 per hour, Step 1, 11 Months.

Lisa Hastings, from School of Health and Human Services, Assistant to the Associate Dean, to Assistant to the Dean, School of Health and Human Services; effective 7/24/17, \$20.83 per hour, Step 8, 12 Months.

Kim Kaier, from Career Services, Department Secretary, to Assistant to the Dean, School of Science, Technology, Engineering and Mathematics, effective 7/24/17, \$20.84 per hour, \$0.50 Longevity, \$0.87 Increase, Total \$22.21 per hour, Step 9, 12 Months.

Andrew Riggio, from Facility Services, Facilities Associate, to Building Operator, Facility Services, effective 8/15/17, \$14.97 per hour, \$1.44 Increase, Total \$16.41 per hour, Step 1, 12 Months.

Arlicia Summerville, from School of Business Entrepreneurship and Workforce Development, to Assistant to the Dean, School of Business Entrepreneurship and Workforce Development, effective 7/24/17, \$22.60 per hour, \$0.25 Longevity, Total \$22.85 per hour, Step 10, 12 Months.

Marie Wojewuczki, from School of Liberal Arts, Assistant to the Associate Dean to Assistant to the Dean, Liberal Arts, effective 7/24/17, \$22.60 per hour, \$0.65 Longevity, Total \$23.25 per hour, Step 10, 12 Months.