

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Fiscal Year 2018 Mid-Year Budget Adjustment

Mid-year budget adjustments are required for the initial FY2018 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.


Total revenue is recommended to be increased by \$1.6 million to reflect that enrollment for the fall and winter semesters is better than budgeted. In addition, a reduction in bad debt write-offs of \$250,000 is anticipated since collections have improved over FY2017 levels and the personal property tax replacement of state appropriations will exceed budgeted expectations by \$1 million in the second year following Michigan's removal of the personal property tax. The budget was built with an assumption of a 3.0 percent decline in enrollment. However, fall enrollment was down by approximately 0.5 percent and winter enrollment is projected to be down by 2.1 percent.

Expenses have been reviewed and the increases for the various categories total \$649,000. The largest single item, related specifically to mid-year adjustments, is a \$206,000 increase in roofing costs related to the Student Center building and the Campus Safety building. However, overall expense adjustments also reflect changes related the change in status of the majority of the College's information technology staff from a purchased services agreement to being actual College employees, as well as additional expenses related to the newly approved Grant Office and the several Advisors not previously included in the General Fund budget.

With the recommended adjustments, the initial net surplus of \$257,000 is adjusted to a net surplus of \$1,208,000.



Kevin J. Culler
Executive Director of Financial Services and
Financial Aid



John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Architectural Services - Athletic Building
Request for Proposal #18715

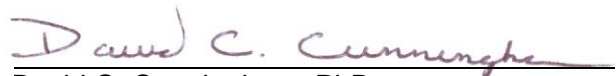
The Executive Director of Facilities Services requests a contract for the professional architectural and planning services needed to develop a program statement for a proposed renovation project in the Athletic Memorial Building. The proposed renovation plan includes the Men's Locker Room on the lower level, the Fitness Center and Gymnasium on the ground level, and the Women's Locker Room and three classrooms on the upper level. Under this contract, the architect shall provide services for the Study, Program, and Schematic Design phases of a potential construction program. The architect shall deliver: a complete and comprehensive architectural and/or engineering study of the proposed renovation; an analysis of the physical, functional, and programmatic relationships required to achieve the project's objectives; a schematic design that diagrammatically depicts the areas and relationship of project functions; and a general scope of work and itemized cost estimate for the proposed project. After reviewing these deliverables, the College will decide whether to proceed with subsequent design phases and construction.

The College solicited proposals under RFP #18715. The responses appear below.

SSOE Group	\$32,160
DiClemente Siegel Design	33,000
DLZ Michigan	34,920
Terrence N Biernat Architect	91,700
Berbiligia Associates	No Reply

RECOMMENDATION:

The College administration recommends a contract award to SSOE Group for \$32,160 for the Architectural Services - Athletic Building project in accordance with the specifications of Request for Proposal #18715.



David C. Cunningham, PhD
Director of Financial Services



John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Automatic Tire Changer
Sealed Bid #18974


The faculty of the Automotive Technology program request a contract for the purchase of one (1) Fully Automatic Tire Changer, Hunter Engineering Model #TCR1S, and related components. Students will use this equipment in the department's instructional lab to gain experience with new technology that a growing number of new car dealerships currently use. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

The College solicited proposals under Sealed Bid #18974. The responses appear below.


Equipment Distributors	\$30,038.20
Automotive Equipment Sales	31,343.30
Alpha Omega Enterprises	No Reply
Hunter Engineering	No Reply
Mohawk Resources	No Reply
SRD of Michigan	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Equipment Distributors, Inc. for \$30,038.20 for the purchase of an Automatic Tire Changer and related components in accordance with the specifications of Sealed Bid #18974.



David C. Cunningham, PhD
Director of Financial Services



John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Intel Core i7 Computers, Nursing
Sealed Bid #18983

The Director of Teaching and Learning Services requests a contract for the purchase of forty-nine (49) Intel Core i7 Desktop Computer Systems with 8GB RAM, 22" LCD Displays, and related components. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. These systems will upgrade two computer labs for student use in the School of Nursing (SN-140 and SN-141). IT Services will cascade most of the existing computers to replace older systems in other areas of the College and will salvage parts from any remaining computers. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

The College solicited proposals under Sealed Bid #18983. The responses appear below.

Access Interactive	\$45,472.00
Canton Computer	46,007.96
Connection	51,538.69
PCMG	52,915.10
Howard Technology Solutions	57,869.00
Y&S Technologies	60,478.25
Adorama	No Reply
CDI Computer Dealers	No Reply
CDW-G	No Reply
GovDirect	No Reply
Grit Technologies	No Reply
MMJtechs	No Reply
Office Depot	No Reply
SDF Professional Computers	No Reply
Sehi Computer Products	No Reply
Zones	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Access Interactive for \$45,472.00 for the purchase of Intel Core i7 Computer Systems and related components in accordance with the specifications of Sealed Bid #18983.



David C. Cunningham, PhD
Director of Financial Services



John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Intel Core i7 Computers and Motherboards, CIS
Sealed Bid #18984


The Director of Teaching and Learning Services requests a contract for the purchase of sixty-six (66) Intel Core i7 Desktop Computer Systems with 16GB RAM, 22" LCD Displays, five (5) extra Motherboards, and related components. This purchase supports the College's strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. These systems will upgrade a computer lab for student use in the Technology Building (E-194). IT Services will cascade most of the existing computers to replace older systems in other areas of the College and will salvage parts from any remaining computers. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.


The College solicited proposals under Sealed Bid #18984. The responses appear below.

Access Interactive	\$67,320.00
Connection	69,732.57
Canton Computer	70,953.76
PCMG	76,256.19
Howard Technology Solutions	83,850.00
Adorama	No Reply
CDI Computer Dealers	No Reply
CDW-G	No Reply
GovDirect	No Reply
Grit Technologies	No Reply
MMJtechs	No Reply
Office Depot	No Reply
SDF Professional Computers	No Reply
Sehi Computer Products	No Reply
Y&S Technologies	No Reply
Zones	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Access Interactive for \$67,320.00 for the purchase of Intel Core i7 Computer Systems and related components in accordance with the specifications of Sealed Bid #18984.


David C. Cunningham, PhD
Director of Financial Services


John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Patient Simulators
Sealed Bid #18990

The faculty of the Respiratory Therapist program request a contract for the purchase of the following patient simulators: (1) Adult Dynamic Airway and Lung Compliance Simulator, (1) Premature Neonatal Simulator, (3) 24-week Premature Infant Simulator, and related components, service plans, installation and training. Students will use these lifelike simulators in the Respiratory Therapist lab to build skills, gain experience, and improve performance in clinical settings. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

The College solicited proposals under Sealed Bid #18990. The responses appear below.

Gaumard Scientific	\$49,650.00
Laerdal Medical	98,606.49
Armstrong Medical	No Reply
Henry Schein	No Reply
Pocket Nurse Enterprises	No Reply
Simulaids	No Reply

RECOMMENDATION:

The College administration recommends a contract award to Gaumard Scientific Co., Inc. for \$49,650.00 for the purchase of Patient Simulators and related components in accordance with the specifications of Sealed Bid #18990.



David C. Cunningham, PhD
Director of Financial Services



John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BID AWARD

SUBJECT: Land Surveying Systems
Sealed Bid #19013


The faculty of the Architecture Construction Technology program request a contract for the purchase of two (2) Global Navigation Satellite Systems (GNSS) for Land Surveying. These highly accurate, survey-grade GNSS receivers are regularly used in industry to position survey markers, buildings, and road construction. Students who use this equipment proficiently will strengthen their qualifications, skills and access to high-wage, high-demand Civil Engineering Technician jobs. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

The College solicited proposals under Sealed Bid #19013. The responses appear below.

<u>Firm</u>	<u>Model</u>	<u>Total</u>
Precision Laser & Instrument	Spectra Precision SP80	\$26,606
Michigan Surveyors Supply	Spectra Precision SP80	27,727
Xpert Survey Equipment	Trimble R8 Model 3	30,990
Michigan Surveyors Supply	Trimble R8s RTK	41,766
City Blueprint of Toledo		No Reply
Precision Midwest		No Reply
Seiler Instrument & Manufacturing		No Reply

RECOMMENDATION:

The College administration recommends a contract award to Precision Laser & Instrument for \$26,606 for the purchase of GNSS Land Surveying Systems in accordance with the specifications of Sealed Bid #19013.



David C. Cunningham, PhD
Director of Financial Services



John S. Satkowski, JD
Interim President

STAFF RECOMMENDATIONS

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

Resignation (A-6)

Rachel Klaus Kristensen, appointed 1/4/16, Admissions and Recruiting, Admissions Recruiter, submitted 12/18/17, effective 12/21/17.

Retirement (B-6)

Virginia Davis, Facility Services, Facilities Associate, 22 years of service, effective 1/31/18.

Appointment (C-6)

Ashfiqua Connie, School of Science, Technology, Engineering, and Mathematics, \$74,847 (prorated), PhD, Step 6, effective 1/3/18, 10 Months; BS degree from Bangladesh University of Engineering and Technology with a major electrical and electronic engineering; MS from the University of British Columbia with a major in electrical and computer engineering; PhD degree from McGill University with a major in electrical and computer engineering.

Christine Johnson, School of Health and Human Services, Physical Therapy Assistant Instructor, \$69,515 (prorated), MA, Step 6, effective 1/3/18, 10 Months; BS degree from The University of Michigan, Ann Arbor with a major in biology; BS degree from The University of Michigan, Flint with a major in health sciences; MS degree from The University of Michigan, Flint with a major in physical therapy. This is a temporary, full-time assignment for the Winter 2018 semester.

Morgan Peterson, Student Outreach and Support, Lab Associate II (Part-Time), \$17.15, Step 4, effective 1/3/18, 11 Months.

Lauren Wallace, School of Business Entrepreneurship and Workforce Development, \$71,682 (prorated), MA, Step 6.5, effective 1/3/18, 10 Months; BA degree from Baker College with a major in business administration; MS degree from American InterContinental University with a major in business administration. This is a temporary, full-time assignment for the Winter 2018 semester.

Reappointment to Professional Staff (D-6)

James Anderson, School of Business Entrepreneurship and Workforce Development, Trades Instructor, effective 1/3/18; REASON: Reappointment to temporary, full-time faculty for the Winter 2018 semester.

Cynthia Rodriguez, School of Health and Human Services, Nursing Instructor, effective 1/3/18; REASON: Reappointment to temporary, full-time faculty for the Winter 2018 semester.

Jenny Stewart, School of Liberal Arts, Sign Language Instructor, effective 1/3/18; REASON: Reappointment to temporary, full-time faculty for Winter 2018 semester.

Glenn Wisniewski, School of Business Entrepreneurship and Workforce Development, Trades Instructor, effective 1/3/18; REASON: Reappointment to temporary, full-time faculty for the Winter 2018 semester.

Change in Classification (E-6)

Anna Kiluk, from Scanning Clerk, Financial Aid, to Records Associate II, Registration and Records, effective 1/22/18, \$12.59 per hour, \$2.48 increase, total \$15.07 per hour, Step 1, 12 Months.

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Addendum to Financial Institution Designations and Practices Resolution

Designation of Depositories

RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, PNC Bank, and a Michigan Liquid Asset Fund to be determined be and they are hereby designated as depositories of this corporation.

BE IT FURTHER RESOLVED, that anyone or more of the persons authorized hereby to withdraw funds deposited hereunder be and they are hereby authorized to enter into, in behalf of this corporation, with Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, PNC Bank, and a Michigan Liquid Asset Fund to be determined, the contract set forth in the specimen signature cards provided by said organizations for use with respect to any account or accounts of this corporation provided for hereunder.

BE IT FURTHER RESOLVED, that funds of this corporation deposited in said Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, PNC Bank, and a Michigan Liquid Asset Fund to be determined, may be withdrawn upon checks, drafts, notes, orders and receipts of this corporation, when executed by Fadwa Hammoud, Treasurer, whose signature shall be duly certified to said banks, and that no check, draft, note or other order drawn on said bank shall be valid unless so executed, and that no person shall sign and countersign the same instrument.

BE IT FURTHER RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, PNC Bank, and a Michigan Liquid Asset Fund to be determined, are hereby authorized and directed to honor and pay any drafts, checks, notes or orders so drawn, whether such drafts, checks, notes or orders payable to the order of any persons signing or countersigning said drafts, checks, notes or orders, or any such persons in their individual capacities or not, and whether such drafts, checks, notes or orders deposited to the individual credit of the person so signing or countersigning said drafts, checks, notes or orders or to the credit of any other persons or not. These resolutions shall continue as set forth in the certificates, contained in specimen signature cards delivered to say banks for use with respect to any account or accounts provided for hereunder or in any similar certificate subsequently executed, until written notice to the contrary is duly served on said banks.

Establishing Depository Maximum Amounts

That, WHEREAS, there may not be and may hereafter come from time to time into the hands of Fadwa Hammoud, Treasurer of the Board of Trustees of Henry Ford College, certain public monies belonging to said Henry Ford College; and

WHEREAS, under Section 2 of Act No. 40 of the Public Acts of Michigan of 1932 (1st Ex. Sess.), this Board of Trustees is required to provide by resolution for the deposit of all public monies, including tax monies, coming into the hands of said Treasurer, in one or more banks or trust companies to be designated therein, and in such proportion and manner as may be therein provided,

NOW, THEREFORE, BE IT RESOLVED, that said Fadwa Hammoud, Treasurer, is hereby directed to deposit all public monies, including tax monies, coming into his/her hands as Treasurer in the following financial institutions, and in the amounts not to exceed the amount set opposite the name of the said financial institution.

Financial Institution:	Maximum Amount:
BANK OF AMERICA	\$150,000,000.00
COMERICA BANK ²	\$175,000,000.00
FIFTH THIRD BANK	\$150,000,000.00
MORGAN STANLEY	\$150,000,000.00
JP MORGAN CHASE ¹	\$175,000,000.00
MEMBERFOCUS CREDIT UNION	\$ 1,000,000.00
PNC BANK	\$150,000,000.00
TBD-Michigan Liquid Asset Fund	\$ 15,000,000.00

¹ Primary Bank

² Secondary Bank

Investment Practices

(NOTE: The following is copied from the Community College Act of 1966)

389.142 Investment of funds; restrictions; commingling prohibited; disposition of earnings; limitation on investment or deposit of additional funds; "eligible collateral" defined.

Sec. 142. (1) The Treasurer of a community college district, if authorized by resolution of the board of trustees, may invest debt retirement funds, building and site funds, building and site sinking funds, or general funds of the district as provided in subsection (3). The investment shall be restricted to the following:

- A. Bonds, bills, or notes of the United States, or of an agency or instrumentality of the United States, or obligations of this state.
- B. Negotiable certificates of deposit, saving accounts, or other interest-earning deposit accounts of a financial institution. As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office located in this state under the laws of this state or the United States.
- C. Bankers' acceptances that are issued by a bank that is a member of the federal deposit insurance corporation.
- D. Commercial paper that is supported by an irrevocable letter of credit issued by a bank that is a member of the federal deposit insurance corporation.
- E. Commercial paper of corporations rated prime by at least 1 of the standard rating services.
- F. Mutual funds, trusts, or investment pools composed entirely of instruments that are eligible collateral.
- G. Repurchase agreements against eligible collateral, the market value of which must be maintained during the life of the agreements at levels equal to or greater than the amounts advanced. An undivided interest in the instruments pledged for these agreements must be granted to the community college.
- H. Investment pools, as authorized by the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118, composed entirely of instruments that are legal for direct investment by a community college.
 2. Money in the funds of a community college district shall not be commingled for the purpose of making an investment authorized by this section, and all earnings on an investment shall become a part of the funds for which the investment was made.
 3. Notwithstanding subsection (1), additional funds of a community college district shall not be invested or deposited in a financial institution that is not eligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 4. As used in this section, "eligible collateral" means all securities which otherwise would qualify for outright purchase under this act.

If in the course of an investment, physical securities are received by the College; they shall be safe kept at the financial institution having the particular fund from which the obligation was purchased.

Safekeeping of investment securities, at other than College depositories, shall require third party verification of College transactions with brokers or dealers by their respective banking depository for customer accounts, upon request of the College or its authorized representative.

Safekeeping of securities by issuers is acceptable if purchased directly by the College and prompt written confirmation of each transaction is received by the College.

The following personnel are authorized to conduct investment transactions on behalf of the College:

Fadwa Hammoud, Treasurer

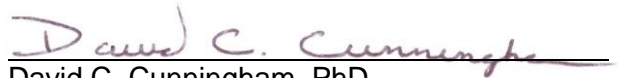
John Satkowski, Interim President and Vice President of Financial Services

David Cunningham, Director of Financial Services

Resolution for Facsimile Signature

RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, PNC Bank, and a Michigan Liquid Asset Fund to be determined, all being designated as depositories of Henry Ford College, be and they are hereby requested, authorized and directed to honor checks, drafts, or other orders for the payment of money drawn in the name of Henry Ford College, when bearing or purporting to bear the facsimile signature of Fadwa Hammoud, Treasurer of the Henry Ford College, or the manual signature of same.

BE IT FURTHER RESOLVED, that Bank of America, Comerica Bank, Fifth Third Bank, Morgan Stanley, JP Morgan Chase, MemberFocus Credit Union, PNC Bank, and a Michigan Liquid Asset Fund to be determined, shall be entitled to honor and charge the appropriate account for such checks, drafts and other orders regardless of by whom or by what means any actual or purported facsimile signature may have been affixed thereto if the same resembles the facsimile specimen duly certified to or filed with said bank.


David C. Cunningham, PhD
Director of Financial Services


John S. Satkowski, JD
Interim President