

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: HFC Capital Outlay Request FY2020

Based on the long range vision of providing innovative spaces in which to deliver technical education at HFC (Master Plan - June 2015), the College has completed and submitted the Capital Outlay Project Request for Fiscal Year 2020. This project will transform the College's industrial and technological education by embedding innovation, entrepreneurship and small business skills development into lab spaces and educational programs by renovating and expanding the fifty-two-year-old Henry Ford College Technology Building. This project was also submitted in FY2019. However, none of the capital outlay projects submitted were moved forward to the planning stage. HFC's proposal received the top rating for all community college projects submitted in FY2019.

The development of the plan has been the result of the past five years of discussion with faculty, administrators and staff in the areas of Industrial Technology (programs that reside in the Technology Building¹), as well as Facility Services personnel. An updated review of the physical condition of the facility was also completed (Facility Assessment Report 2016) which shows that we have made strides in improving the building and programs through the most recent addition of \$5 million in equipment through the State of Michigan Community College Skilled Trades Equipment Program (including the HFC local direct and indirect match of over \$2.6 million).

The specific project request includes the following:

1. Approximate Total Square Footage: 42,000
 - Renovation of 18,000 square feet including deferred maintenance on building systems operating well beyond their useful life, including structure, envelope, HVAC, lighting, electrical and plumbing.
 - New construction of 24,000 square feet to create multidisciplinary labs, renovated automotive labs, and the business and entrepreneurial collaboration. New construction will also improve building and program access and internal circulation and address the lack of breakout/collaborative work spaces critical for student success.
2. Total Estimated Cost: \$14,900,000
3. Funding Request from State: \$6.7 million (45% of project total cost)
4. HFC Match (55%):
 - In addition to \$1,680,000 spent in recent years to renovate the building, HFC will contribute additional resources to this project, providing \$8,200,000 or 55% of the total project cost of \$14,900,000, reducing the state share to 45% which improves our chances for approval.

Funds have been identified for the College's match for this project from the following sources:

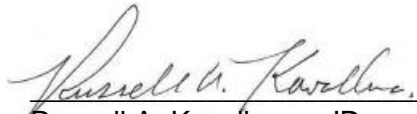
- The College's \$20 million campaign has over \$6 million targeted for the Tech Building renovations. At present, two major donors have expressed a commitment of over \$5 million toward this goal.
- The College, at the end of the fiscal year 2018 (June 30, 2018), had approximately \$27.2 million in unrestricted reserves. Reserves have increased from \$5.5 million to the present amount in the last four years. A \$3.2 million general fund allocation is planned for this project. From the sources noted, the College has identified funding of approximately \$8.2 million for this project.

The request was submitted by the due date of November 1, 2018. A standard rubric for scoring is applied by a committee at the state level (expected in December 2017) and the proposals who score highest are forwarded to the Michigan Senate Fiscal Agency for consideration in the capital outlay budget for FY2020.

¹Transportation/Automotive Technology, HVAC, Power Engineering/Robotics, Process Technology, Welding, Precision Machining/CNC, Computer Aided Design, Mechanical Maintenance, Architecture, Business and Computer Technology



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Vice President of Financial Services



Russell A. Kavalhuna, JD
President

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BID AWARD

SUBJECT: Chemistry Lab Renovations
Sealed Bid #19776

The Executive Director of Facilities Services requests a contract for the labor, materials, equipment and services necessary for the Chemistry Lab Renovations project in the science building, room J-027. The project scope includes replacing flooring, laboratory casework, countertops and sinks; upgrading gas piping; upgrading water and sanitary plumbing; relocating electrical services; installing additional electrical outlets; and painting walls and door frames.

The College invited bid submissions under Sealed Bid #19776. The bid responses appear below. After reviewing the results and interviewing the low bidder, the project design team recommends an award to the low, qualified bidder.

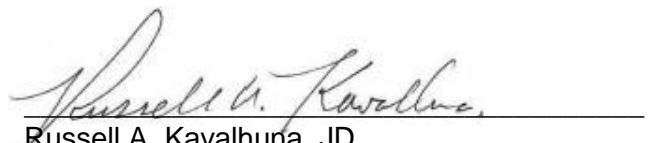
PGC Development	\$90,287.00
Albert M. Higley Co	115,736.01
LaSalle Group	118,000.00
Brenca Contractors	127,500.00
Envision Builders	157,400.00
Aristeo Construction	No Bid
Elgin Builders Inc	No Bid
A Land Construction	No Reply
Braun Construction Group	No Reply
Building Technology Services	No Reply
E&L Construction Group	No Reply
Stenco Construction	No Reply

RECOMMENDATION:

The College administration recommends a contract award totaling \$90,287 to PGC Development for the Chemistry Lab Renovations project requested by Facilities Services, in accordance with the specifications of Sealed Bid #19776.



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BID AWARD

SUBJECT: Human Anatomical Models
Sealed Bid #19869

The faculty of the School of Science, Technology, Engineering and Mathematics requests a contract for the purchase of Human Anatomical Models for use in Biology department classrooms. The purchase includes various quantities of thirteen different types of anatomy and physiology models manufactured by Somso and Denoyer-Geppert. The models illustrate the structures and sub-structures of the human skull, head and neck, muscles of the arm, muscles of the leg, sensory organs, internal organs, and circulatory system. An Academic Project Grant provides the funding for this purchase.

The College invited bid submissions under Sealed Bid #19869. The bid responses appear below. The bid review team recommends an award to the low bidder with a complete response.

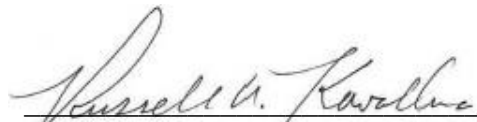
VWR International	\$27,984.04
Holt Anatomical	28,470.00
Carolina Biological Biomedical Models	41,805.00
- no bid on Denoyer-Geppert models; delivery after June 30, 2019	25,260.36
Kilgore International	
- no bid on Denoyer-Geppert models; delivery after June 30, 2019	35,303.09
Anatomical Chart	No Reply
Anatomy Now	No Reply
Fisher Scientific	No Reply
Sargent-Welch Scientific	No Reply
Wards Natural Science	No Reply

RECOMMENDATION:

The College administration recommends a contract award totaling \$27,984.04 to VWR International for the Human Anatomical Models requested by the Biology department, in accordance with the specifications of Sealed Bid #19869.



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CONTRACT AWARD

SUBJECT: Siemens Industrial Automation Simulator Systems

The faculty of the School of Business, Entrepreneurship, and Professional Development requests a contract for the purchase of six (6) Siemens S7-1200 Simulator Systems and a Siemens Software Trainer Package for student use in the Electrical Technology department. The simulator is a complete training rig identical to the units used for Siemens factory training courses and is designed for automation training, engineering and testing. The unit provides students with a realistic industrial environment by bringing together the key components of most programmable logic controllers (PLC) and drive applications including the sensors, I/O, communications, motor with brake, and the system operator panel. A PLC is a digital computer used for automation of electromechanical processes, such as control of machinery on factory assembly lines. Unlike general-purpose computers, the PLC is designed for multiple inputs and output arrangements, extended temperature ranges, immunity to electrical noise, and resistance to vibration and impact. To run the simulators and training programs, this purchase also includes Siemens Simatic Step 7 Professional software licenses for the simulator systems and an instructor. This equipment and training program can only be purchased through a designated Siemens training and education partner. Electro-Matic Products, Inc. is the sole partner with Siemens in the state of Michigan. The College requests a sole source award.

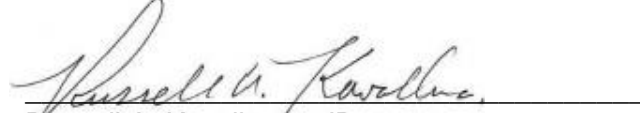
The discounted, educational cost of the simulators, software and training programs totals \$50,240.00. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends a contract award totaling \$50,240 to Electro-Matic Products, Inc. for six (6) Siemens S7-1200 Simulator Systems and a Siemens Software Trainer Package requested by the Electrical Technology department, in accordance with Quotation #1639177 dated October 24, 2018.



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CONTRACT AWARD

SUBJECT: Hampden Engineering Technology Training Equipment

The faculty of the School of Business, Entrepreneurship, and Professional Development requests a contract for the purchase of Hampden Engineering Technology Training Equipment for use in the Electrical Technology department. To better prepare students to enter a skilled and talented workforce, deliver state of the art training to businesses, and expand its skilled trades programs, the department seeks additional equipment to train students on the use and maintenance of electric rotating machinery, e.g., motors, generators, and transformers. Hampden Engineering Corporation is the sole manufacturer and distributor of these trainers. The College requests a sole source award.

A cost breakdown for the equipment, including all hardware and shipping, appears below. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

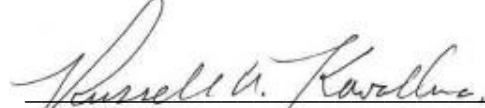
Description	Qty	Unit Cost	Total Cost
AC Wattmeter, ACWM-100	2	\$2,833.00	\$5,666.00
DC Machine, DC motor, DM-100A	3	2,624.00	7,872.00
Transformer, T-100-3A, #2715-94-5	6	258.00	1,548.00
AC Power Supply, HMD-100-CM, #HMD-100-PP-AC	1	4,137.00	4,137.00
Electro Dynamometer, DC Generator, DYN-100A-DM	1	4,698.00	4,698.00
Dial Scale with Face (DYN-100A-DM), #2715-78-19/20	10	422.00	4,220.00
Motor Stop Bracket (DYN-100A-DM), #2715-78-6	10	45.00	450.00
Grand Total			\$28,591.00

RECOMMENDATION:

The College administration recommends a contract award totaling \$28,591 to Hampden Engineering Corporation for machinery training equipment requested by the Electrical Technology department, in accordance with Quotation #18-0837-Rev1 dated November 26, 2018.



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CONTRACT AWARD

SUBJECT: Magritek Spinsolve Carbon 60 NMR Spectrometer

The faculty of the School of Science, Technology, Engineering and Mathematics requests a contract for the purchase of one (1) Magritek Spinsolve Carbon 60 NMR Spectrometer for student use in Biotechnology and Chemistry programs. The Spinsolve Carbon 60 NMR (nuclear magnetic resonance) features compact size and portability, user-friendly software and the capability to run a wide range of experiments quickly and easily. Nuclear magnetic resonance spectroscopy is essential at many levels of chemistry; for example, graduate school and industries such as foods and pharmaceuticals. Providing a foundation in the analysis of simple samples by NMR at the undergraduate level will help prepare students for the interpretation of the much more complex spectra of more complex molecules. With more hands-on experiences as undergraduates, students will be better prepared for further studies and/or the workplace. Magritek, Inc. is the sole provider and distributor of the Spinsolve NMR Spectrometer to all customers in the U.S. and Canada. The College requests a sole source award.


The cost for (1) Magritek Spinsolve Carbon 60 NMR Spectrometer including accessories, software, warranty and freight totals \$81,500.00. The total price includes an educational discount of \$10,000.00. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends a contract award totaling \$81,500 to Magritek, Inc. for (1) Magritek Spinsolve Carbon 60 NMR Spectrometer as requested by the Biotechnology department, in accordance with Quotation #326666-V4 dated December 5, 2018.



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STAFF RECOMMENDATIONS

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

Resignation (A-5)

Jerea Jackson, appointed 9/24/18, Special Assistant to the Vice President, Human Resources and Campus Safety, submitted 12/11/18, effective 12/11/18.

Stephanie Larson, appointed 10/31/16, HR Services Representative, Human Resources, submitted 11/12/18, effective 11/21/18.

Retirement (B-5)

Kenneth Donovan, Graphics Associate/Printer, Marketing and Communications, 33 years of service, effective 1/31/19.

Patricia Sellers, Buyer Associate, Purchasing, 28 years of service, effective 1/31/19.

Appointment (C-5)

Keith Binion, Pharmacy Technology Instructor, School of Health and Human Services, \$64,166 (prorated), LMA, Step 7, effective 1/2/19, 10 Months, BA from Spring Arbor with a major in health services management; REASON: replaces Theresa Mozug who retired.

Sarah Castillo, ELI Instructor, School of Liberal Arts, \$69,515 (prorated), MA, Step 6, effective 1/2/19, 10 Months; BA degree from Mercyhurst University with a major in Early Childhood Education and Elementary Education; MA degree from Eastern University with a major in reading. This is a temporary, full-time assignment for the Winter 2019 semester.

Sharronda Couch, Food Service Associate, Skylight Café, \$11.36 per hour, Step 3, effective 1/2/19, 10 Months; REASON: replaces Maria Cunningham who retired.

Mircea Croitor, Radiography Instructor, School of Health and Human Services, \$51,164 (prorated), LMA, Step 4, 10 Months; effective 1/2/19, AA degree from Henry Ford College with a major in radiology technology, BA degree from Siena Heights University with a major in radiologic technology; REASON: replaces Sharon Wu who retired. Mr. Croitor was temporary, full-time during the Fall 2018 semester.

Gina Gangarossa, Lab Associate II – Nursing, School of Health and Human Services, \$15.99 per hour, Step 2, effective 1/2/19, 10 Months; REASON: replaces Jenaca Sprinkles who resigned.

Gina Goldfaden, Lab Associate II – Learning Center, \$15.99 per hour, Step 2, effective 1/2/19, 10 Months; REASON: replaces Elizabeth Elder who resigned.

Candance Niemer, Nursing Instructor, School of Health and Human Services, \$73,849 (prorated), MA, Step 7, 10 months, BS degree from Eastern Michigan University major in nursing, MA degree from University of Detroit Mercy major in nursing; Replaces: Julie Powell who resigned.

Alicia Rodman, Enrollment Associate II, Call Center, \$15.99 per hour, Step 2, effective 1/2/19, 10 Months; REASON: replaces Sulian Larmond who was promoted to Enrollment Associate III.

Appointment (C-5) (continued)

Jennifer Wickenheiser, Lab Associate II – Nursing (Part-Time), School of Health and Human Services, \$15.99 per hour, Step 2, effective 1/2/19, 10 Months; REASON: Additional position.

Reappointment to Professional Staff (D-5)

James Anderson, School of Business Entrepreneurship and Workforce Development, Trades Instructor, effective 1/2/19; REASON: Reappointment to temporary, full-time faculty for the Winter 2019 semester.

Nicholas Kussy, School of Business, Entrepreneurship, and Workforce Development, Electronics Instructor, effective 1/2/19; REASON: Reappointment to temporary, full-time faculty for the Winter 2019 semester.

Wilbert McAlister, School of Business, Entrepreneurship, and Workforce Development, Trades Instructor, effective 1/2/19; REASON: Reappointment to temporary, full-time faculty for the Winter 2019 semester.

Glenn Wisniewski, School of Business Entrepreneurship and Workforce Development, Trades Instructor, effective 1/2/19; REASON: Reappointment to temporary, full-time faculty for the Winter 2019 semester.

Salary Schedule Change of Status (E-5)

Raymond Robinson, Respiratory Therapy Instructor, School of Health and Human Services, from LMA, Step 7, Schedule HFCC Federation of Teachers, to Level MA, Step 7, Schedule HFCC Federation of Teachers; REASON: Completed requirements for MA degree in curriculum and instruction, effective 1/2/19.

Change in Classification (F-5)

Tracie Leitner, from Enrollment Associate II, Enrollment Services, to Records Associate III, Registration and Records, effective 12/18/19, \$16.69 per hour, \$0.93 increase, total \$17.62 per hour, Step 2, 12 months; REASON: Promotion to replace Sarah Sullivan who transferred to replace Annette Klauke who retired.

Achievement of Tenure (G-5)

Nancy Borkin, Nursing Instructor, School of Health and Human Services, effective 12/17/18.

Chardin Claybourne, Faculty Coordinator, Learning Lab, effective 12/17/18.

Russell Horning, Nursing Instructor, School of Health and Human Services, effective 12/17/18.

Keambra Pierson, Surgical Technology Instructor, School of Health and Human Services, effective 12/17/18.

Doris Toney, Speech Instructor, School of Liberal Arts, effective 12/17/18.

Lauren Wallace, Hospitality Instructor, School of Business, Entrepreneurship, and Workforce Development, effective 12/17/18.