

Henry Ford College					Board Report #4432
Fiscal Year 2018-2019					April 16, 2018
Board of Trustees General Fund Report With Original Budget (SUMMARY)					
	FY 2017-2018	Change From	FY 2017-2018	Change From	FY 2018-2019
	Adopted	Adopted to	Adjusted	Adjusted Budget	Original
Revenues	Budget	FY18-19	Budget	to FY18-19	Budget
Tuition and Fees	\$ 45,742,000	\$ 1,755,000	\$ 46,437,300	\$ 1,059,700	\$ 47,497,000
Local Property Taxes	\$ 13,390,000	\$ (28,000)	\$ 13,390,000	\$ (28,000)	\$ 13,362,000
State Appropriation	\$ 24,171,000	\$ 1,527,000	\$ 25,171,000	\$ 527,000	\$ 25,698,000
Other Revenue	\$ 1,083,000	\$ (34,000)	\$ 987,700	\$ 61,300	\$ 1,049,000
Total Revenue	\$ 84,386,000	\$ 3,220,000	\$ 85,986,000	\$ 1,620,000	\$ 87,606,000
Expenditures					
Instruction	\$ 34,149,677	\$ 1,001,419	\$ 33,942,776	\$ 1,208,320	\$ 35,151,096
Administration	\$ 10,908,670	\$ 1,712,243	\$ 12,167,856	\$ 453,057	\$ 12,620,913
Physical Plant	\$ 2,376,461	\$ 3,993	\$ 2,246,462	\$ 133,992	\$ 2,380,454
Employee Benefits	\$ 20,576,233	\$ 1,119,891	\$ 21,028,319	\$ 667,805	\$ 21,696,124
Total Personnel Costs	\$ 68,011,041	\$ 3,837,546	\$ 69,385,413	\$ 2,463,174	\$ 71,848,587
Purchased Services	\$ 8,023,818	\$ (1,022,672)	\$ 7,157,506	\$ (156,360)	\$ 7,001,146
Materials and Supplies	\$ 2,409,399	\$ 6,393	\$ 2,303,829	\$ 111,963	\$ 2,415,792
Rent, Utilities, and Insurance	\$ 2,301,900	\$ 59,976	\$ 2,301,900	\$ 59,976	\$ 2,361,876
Operating Expenses	\$ 1,572,382	\$ 100,477	\$ 1,626,871	\$ 45,988	\$ 1,672,859
Mandatory transfers	\$ 1,027,016	\$ (292,220)	\$ 1,012,536	\$ (277,740)	\$ 734,796
Capital Expenses	\$ 783,444	\$ (22,500)	\$ 989,945	\$ (229,001)	\$ 760,944
Total Expenditures	\$ 84,129,000	\$ 2,667,000	\$ 84,778,000	\$ 2,018,000	\$ 86,796,000
Total Revenues	\$ 84,386,000	\$ 3,220,000	\$ 85,986,000	\$ 1,620,000	\$ 87,606,000
Excess Revenues/(Expenditures)	\$ 257,000	\$ 553,000	\$ 1,208,000	\$ (398,000)	\$ 810,000

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Winter 2018 Technology Investment Fund (TIF) Proposed Projects

The Technology Investment Committee met Friday, March 30, 2018, to review proposals submitted for funding. The committee recommends that the following project be funded.

Project Director Department/School	Nature of Request	Amount
Susan McGraw Telecommunication Department School of Liberal Arts	Upgrade of processors and graphics cards in current computers in Telecommunications Lab	\$12,018
TOTAL		\$12,018

The amount of \$347,665 is presently available in the Technology Investment Fund.

The Technology Investment Committee would appreciate your support of and concurrence with our recommendation and your recommendation to the Board of Trustees that this project be approved for funding.

RECOMMENDATION:

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



David C. Cunningham, PhD
Director of Financial Services



John S. Satkowski, JD
Interim President

**HENRY FORD COLLEGE
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BID AWARD

SUBJECT: Solid State Drives and Brackets
Sealed Bid #19193

The Director of Teaching and Learning Services requests a contract for the purchase of PNY CS900-series Solid State Hard Drives (SSD) and Mounting Brackets in order to upgrade existing student computers throughout the college. SSDs improve the speed and performance of computers compared to traditional hard drives. Staff from IT Services will replace old hard drives with the new SSD drives in 971 computers which will upgrade over 24 computer labs. Depending on the applications run in a lab, some systems will require a greater capacity drive. General use systems (total of 729) will receive 120GB drives; moderate use systems (135) will receive 240GB drives; and intensive use systems (107) will receive 480GB drives. This purchase supports the HFC strategic Classroom Improvement Plan to upgrade classroom furnishings and technology.

The College invited proposals from fifteen (15) firms under Sealed Bid #19193. The bid responses appear below.

PCM-G	\$51,078.81
Canton Computer	51,606.19
Zones	51,925.32
CDW-G	52,489.50
Access Interactive	53,000.72
Advantage Imaging Supply	54,968.26
Adorama	70,995.69
Best Buy For Education	77,125.84
B & H Photo Video	No Bid

RECOMMENDATION:

The College administration recommends a contract award to PCM-G, Inc. for \$51,078.81 for the purchase of Solid State Hard Drives and Mounting Brackets in accordance with the specifications of Sealed Bid #19193.


David C. Cunningham, PhD
Director of Financial Services


John S. Satkowski, JD
Interim President

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BID AWARD

SUBJECT: Acer Tablet Computers and Spectrum Charging Carts
Sealed Bid #19213

The faculty of the English Literature and Composition department request a contract for the purchase of (75) Acer Swift 1 Tablet Computers and (3) Spectrum Connect36 Mobile Charging Carts. Instructors will use this equipment in English, English Language Institute, and World Languages classes to supplement in-class instruction. Students will have the opportunity to workshop and review projects with group and instructor input, get hands-on practice with course content (such as finding library resources or searching online for words and phrases in other languages), and use the laptops for a variety of creative and engaging class activities. The Technology Investment Fund (TIF) provides 100% of the funding for this project.

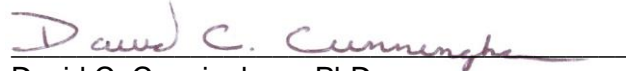
The College invited proposals from fifteen (15) firms under Sealed Bid #19213. The bid responses appear below.

Canton Computer	\$28,676.10
Access Interactive	28,710.00
Advantage Imaging Supply	28,784.03
Howard Technology Solutions	29,190.00
CDW-G	29,565.69
Office Depot	*Disqualified – 26,475.00
Best Buy For Education	No Bid

*Note: Office Depot made a substitution on a line-item that failed to meet bid specifications.

RECOMMENDATION:

The College administration recommends a contract award to Canton Computer, Inc. for \$28,676.10 for the purchase of Acer Tablet Computers and Spectrum Charging Carts in accordance with the specifications of Sealed Bid #19213.


David C. Cunningham, PhD
Director of Financial Services


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BID AWARD

SUBJECT: Wireless Access Point Cabling and Installation
Sealed Bid #19258

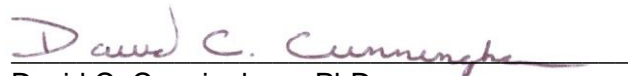
The Director of Network and IT Infrastructure requests a contract for the labor, materials, equipment and services necessary to install new cabling and wireless access points in all buildings on main campus and east campus. This request supports the College's efforts to refresh and expand its current wireless system campus wide. In March 2018, the Board approved a contract for the purchase of Cisco Meraki MR42 Access Points. This contract provides for the materials and services necessary to install new Category 5e cabling to each of the 617 drops where the new access points will be installed. The contractor will also hang the new devices and certify that all installations from end-to-end will function properly.

The College invited proposals from twenty-nine (29) certified cabling contractors under Sealed Bid #19258. The bid responses appear below. After reviewing the proposals and interviewing the two lowest bidders, an evaluation team from IT Services, Facility Services, and Purchasing recommends an award to the low bidder.

Allcomm	\$89,859.84
Stingray Systems	99,419.00
Conti Corporation	108,678.00
JMC Technology Group	112,949.00
Suntel Services	119,066.85
R Simon Electric	130,000.00
Telecom Technicians	146,303.65
GRIT Technologies	179,537.50
KLA Laboratories	337,569.00

RECOMMENDATION:

The College administration recommends a contract award to Allcomm, Inc. for \$89,859.84 for the Wireless Access Point Cabling and Installation project in accordance with the specifications of Sealed Bid #19258.


David C. Cunningham, PhD
Director of Financial Services


John S. Satkowski, JD
Interim President

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CONTRACT AWARD

SUBJECT: Computer Lockdown Devices

The Director of Teaching and Learning Services requests a contract for the purchase and installation of ninety-four (94) computer lockdown devices and monitor security cable kits. These devices will be installed in four computer labs in the Liberal Arts Building as part of the HFC strategic Classroom Improvement Plan to upgrade classroom furnishings and technology.

The College standardized its computer and audio-visual security devices on products produced by Business Machine Security (BMS) and has used these products throughout the campus since the 1990's. Business Machine Security Michigan is the exclusive distributor of BMS products in the state. The College requests a sole source award.

After discounts from the manufacturer, the cost for all required devices and installation services totals \$25,662.00.

RECOMMENDATION:

The College administration recommends a contract award to Business Machine Security Michigan for \$25,662.00 for the purchase and installation of Computer Lockdown Devices, in accordance with Quote #31318 dated March 13, 2018.



David C. Cunningham, PhD
Director of Financial Services



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CONTRACT AWARD

SUBJECT: Leica Student Microscopes

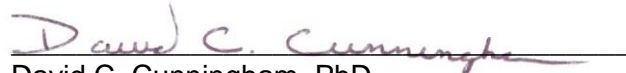
The faculty of the Biological Science department requests a contract for the purchase of twenty-eight (28) Leica DM300 Student Microscopes and eight (8) Leica DM500 Student Microscopes for use in Biology laboratories. Bright field microscopy (Model DM300) is the simplest of all the light microscopy techniques. Samples are illuminated via transmitted white light, i.e. illuminated from below and observed from above. The simplicity of the technique and the minimal sample preparation required are significant advantages. Phase contrast (Model DM500) is preferable to bright field microscopy when high magnifications are needed and the specimen is colorless or the details so fine that color does not show up well. Most living microscopic organisms are much more obvious in phase contrast. Amoebae, cilia and flagella, for example, are nearly invisible in bright field but appear with sharp contrast and great detail in phase contrast.

Leica Microsystems Inc. is the manufacturer of the requested microscopes and accessories. All Leica Microsystems research, clinical, forensic, and industry related instruments are sold direct through W. Nuhsbaum Inc., Leica's exclusive dealer in Michigan. W. Nuhsbaum is also the only source for local factory-trained after sales and service support for Leica Microsystems. All instruments purchased through W. Nuhsbaum are backed and warranted by Leica Microsystems. The College requests a sole source award.

The cost for the microscopes, including shipping and warranties, totals \$25,920.00 after manufacturer discounts. A National Institutes of Health Grant provides 100% of the funding for this project.

RECOMMENDATION:

The College administration recommends a contract award to W. Nuhsbaum, Inc. for \$25,920.00 for the purchase of Leica Student Microscopes, in accordance with Quote #0067327 and Quote #0067328 dated November 21, 2017.


David C. Cunningham, PhD
Director of Financial Services


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Interim President

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CONTRACT AWARD

SUBJECT: Steelcase Furniture, Classrooms

The Director of Teaching and Learning Services requests a contract for the purchase and installation of Steelcase tables (118) and chairs (75) for eight classrooms in the Health Careers Education Center and Liberal Arts Building. This purchase supports the HFC strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. Different variations of tables and chairs will be used based on the type and purpose of the classroom. The furniture will be distributed as follows:

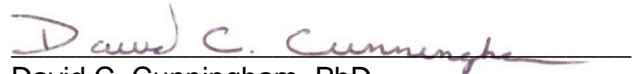
<u>Building</u>	<u>Room</u>	<u>Furniture</u>
Health Careers	G-235	1 Table, 2 Chairs
Health Careers	G-311	8 Tables, 17 Chairs
Liberal Arts	K-221	12 Tables, 1 ADA Table, 25 Chairs
Liberal Arts	K-314	23 Tables, 1 ADA Table
Liberal Arts	K-319	23 Tables, 1 ADA Table
Liberal Arts	K-320	23 Tables, 1 ADA Table
Liberal Arts	K-321	21 Tables, 1 ADA Table, 1 Instructor's Desk
Liberal Arts	K-324	1 ADA Table, 31 Chairs

Steelcase is one of the College's standard furniture suppliers whose products are used throughout the campus due to their quality, reliability, warranty and long-term value. Steelcase offers the College exclusive educational discounts through contracts with the Educational & Institutional Cooperative Service. Steelcase has designated Lincoln Office Solutions as the local educational dealer to service the College's account. The College requests a sole source award.

The discounted contract cost for furniture, shipping and installation services totals \$127,104.36.

RECOMMENDATION:

The College administration recommends a contract award to award to Lincoln Office Solutions for \$127,104.36 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #10099 dated March 26, 2018.


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:

Retirement (A-9)

Alan Essenmacher, School of Business, Entrepreneurship and Professional Development, Electronics Instructor, 19 years of service, effective 5/7/18.

Theresa Mozug, School of Health and Human Services, Pharmacy Technology Instructor, 23 years of service, effective 5/7/18.

Timothy Wancha, Campus Safety, Safety Specialist, 10 years of service, effective 5/31/18.

Appointment (B-9)

Mehdi Hadwan, Campus Safety, Campus Safety Associate, \$15.07 per hour, Step 1, effective 4/17/18, 12 Months; replaces James Petrena who retired.

Harrison Garcia, Campus Safety, Campus Safety Associate, \$15.07 per hour, Step 1, effective 4/17/18, 12 Months; replaces Ali Awadi who resigned.

Madison LeFranc, Enrollment Services, Enrollment Associate I – Concierge, \$12.96, Step 2, effective 4/17/18, 12 Months; replaces Stephanie Larson who promoted to Talent Acquisition Representative, Office of Human Resources.

Chiara Woods, Strategy and Information, Division Secretary, \$16.79 per hour, Step 4, effective 4/30/18, 12 Months. This budgeted position is a result of a restructure in Strategy and Information.

Change in Classification (C-9)

Kathleen Rathwell, from Customer Service Associate, College Store, to Senior Mail Clerk, Purchasing, effective 4/17/18, \$19.96 per hour, \$0.85 longevity, total \$20.81 per hour, Step 10, 12 Months; REASON: Voluntary reassignment to replace Peggy Strachan who retired.

Mary Thill, from Enrollment Associate II - Call Center, Enrollment Services, to Records Associate III, Registration and Records, effective 4/17/18, \$17.15 per hour, \$1.16 increase, total \$18.31 per hour, Step 3, 12 Months; REASON: Promotion to replace Shafyla Thompson who promoted to replace Sophie Craig who retired.