

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD REPORT**

**SUBJECT:** Higher Learning Commission Assessment Academy (2015-2019)

The purpose of assessment at Henry Ford College is to gather information on student learning and development that can be used to increase student achievement. The College's efforts to improve student learning through instructional or curricular and co-curricular changes are to be informed in part by effective assessment procedures.

The committee is responsible for the coordination, supervision and communication of assessment activities for the purpose of improving student learning and development. The committee oversees all activities that relate to formal assessment of Institutional Learning outcomes, programs and co-curricular activity outcomes at the College.

Our goal is to improve student learning and development. It involves helping each faculty member set high standards for student learning and development (outcomes), gather, analyze and interpret evidence to determine how well student performance matches those expectations and using the results to document, explain and take action to improve student performance.

**Accomplishments**

- **Completion of Higher Learning Commission's Assessment Academy (2015-2019)**  
HFC entered the HLC Assessment Academy in fall 2015 with the goal of improving communication between CASL, administrators, faculty, and staff. This goal evolved into the Cultural Transformation Project which extended beyond improving communication to transforming the College's approach to assessment, including learning what faculty and staff knew about assessment, providing professional development to address their needs, developing support materials, and student outreach to inform students about Institutional Learning outcomes (ILO's). We worked with our Assessment Academy mentor and scholar, Ranfen Li and Susan Murphy, respectively, providing biannual reports on progress.
- **Recognition at the Assessment Academy Impact Conference**  
In October 2019, four members of the Assessment Academy team participated in the Impact Conference. The impact report and illustrative poster presentation were well-received by both conference organizers and attendees. At that time, HLC representatives invited HFC to participate in a panel discussion to share our project at the 2020 Annual HLC Conference.
- **Praise from HLC mentors**  
Our final impact report received overwhelmingly positive feedback about the work our Assessment Academy team has completed over the past several years. Below are some sample comments:

"During the past four years, HFC's accomplishments in establishing a culture and a system of assessment for student learning and creating a cadre of leaders and an institutional capacity in this endeavor are indisputable." (Ranfen Li, Assessment Academy Mentor)

“HFC is a model of the resolve to integrate good practice into improving student achievement with impressive results.” (Susan Murphy, Assessment Academy Scholar)

- **Significant Contributions to HFC’s Reaccreditation Initiatives**

The College reported several noteworthy outcomes of the Assessment Academy work during the November 2019 HLC Re-accreditation visit.

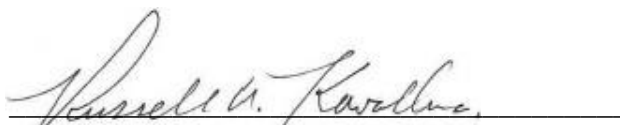
- We implemented our assessment process.
  - 89% of programs assessed PLOs
  - 100% of ILOs were assessed
  - 100% of CCLOs were assessed
- We transitioned from assessing General Education outcomes in specific courses to assessing Institutional Learning outcomes across the curriculum.
- We initiated an Institutional Learning Outcome awareness campaign.

**Next Steps: Sustainability and Improvement**

The College will continue this work in a thoughtful manner. CASL members will *Reflect and Assess our Process* by gathering data from faculty, staff and students, reflect on these data to learn about the benefits this work has brought to student learning, challenges of this work and recommendations for improvement. We will *strengthen and move forward* by providing continued professional development and support for assessment. We will *expand* our work to include certificate programs and new Liberal Arts Concentrations. And, we will continue our commitment to student success as a result of assessment, heightened faculty professionalism, commitment to use assessment for student success, and data-informed decision-making to drive student success.



Michael A. Nealon, PhD  
Vice President of Academic Affairs



Russell A. Kavalhuna, JD  
President

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BID AWARD**

**SUBJECT:** Architectural and Engineering Services for the Entrepreneur and Innovation Institute/Technology Building Project – Request for Proposals #20178

The College administration authorized a Request for Proposals (RFP) to select an architectural and engineering firm (A/E firm) to provide professional services for the Entrepreneur and Innovation Institute/Technology Building Renovation and Addition Project (project). The project includes the renovation of 18,000 sq. ft. of existing classroom and lab space and the addition of 24,000 sq. ft. of new space in the Technology Building on HFC's Main Campus. The State of Michigan, through its Capital Outlay process, granted the College funding to move forward with the project. Given the estimated budget of \$14.9 million, the State of Michigan will provide \$6.7 million (45%) in funding and the College will provide the remaining \$8.2 million (55%). The A/E firm must provide services in compliance with the specifications of the RFP and the requirements of the State of Michigan Capital Outlay Design Manual (DTMB-494, R 05/16).

The project includes renovations to approximately 18,000 sq. ft. of the Technology Building to improve and reconfigure existing laboratories, including spaces not significantly updated in over 50 years. Renovations will also address deferred maintenance on building systems operating well beyond their useful life, including structure, envelope, HVAC, lighting, electrical and plumbing. New construction totaling 24,000 sq. ft. will create multidisciplinary labs, renovated automotive labs, and the business and entrepreneurial collaboration spaces needed to support changing programs and curricula, regional demand for workforce training, and business and industry partnership initiatives. New construction will also improve building and program access, internal traffic flow, and the lack of breakout and collaborative workspaces critical for student success.

The A/E firm shall: provide all professional design services necessary for a successful project; supply all services, tasks and products in conformance with the profession's best practices and the current State of Michigan Capital Outlay Design Manual; work collaboratively with the College's Integrated Energy Master Plan (IEMP) Partner and the selected Construction Manager at Risk (CMAR); and deliver a complete set of drawings and specifications to the College and CMAR. Any aspect of the project that affects the building's energy performance shall be aligned with the IEMP. The A/E firm shall include the IEMP Partner and the CMAR early in the project's design phase to ensure all energy-related aspects of the project meet the goals of the IEMP. The A/E firm shall work closely with the CMAR in evaluating alternative designs and materials, value engineering, cost estimating, scheduling, and constructability reviews.

The College invited proposals under RFP #20178 and sent bid documents to fifteen A/E firms. Eleven firms attended a mandatory bidders conference and ten of those firms submitted proposals (two firms from the pre-bid meeting teamed together to present one proposal). The College used a three-stage process to review and select the A/E firm for the project.

In the first stage of the selection process, A/E firms submitted proposals that detailed their history, personnel, qualifications and experience on similar projects. The HFC Selection Committee evaluated and rated the ten proposals to select the firms best qualified to perform on the project. This stage received the greatest share of points in the selection and scoring process.

The six firms that ranked highest in qualifications and experience advanced to the second stage of review – Cost Proposals. These firms provided details about the labor-hours assigned to each phase of the project, the fixed lump sum cost for each phase, and reimbursable expenses. The HFC Selection Committee evaluated and ranked each cost proposal. The table below shows the total hours, costs, and scores for the six firms that submitted a Cost Proposal.

Firm	Labor Hours	Labor Cost	Reimbursables	Total Cost	Labor Cost/ Labor Hours	Cost Score*
DiClemente Siegel	4,939	\$469,350.00	\$0.00	\$469,350.00	\$95.03	100
Ghafari Assoc.	6,138	\$739,400.00	\$3,000.00	\$742,400.00	\$120.46	79
Lord Aeck Sargent	7,632	\$942,600.00	\$29,000.00	\$971,600.00	\$123.51	77
Neumann/Smith	5,151	\$654,700.00	\$5,000.00	\$659,700.00	\$127.10	75
SSOE Group	5,352	\$535,500.00	\$4,800.00	\$540,300.00	\$100.06	95
Stantec	4,624	\$646,244.00	\$21,370.00	\$667,614.00	\$139.76	68

\* Cost Score = (Lowest Cost Proposal/Cost of Proposal Under Evaluation) x 100  
Cost = Total Labor Cost/Total Labor-Hours

In the third stage of the evaluation, the HFC Selection Committee invited the top five firms to participate in on-site interviews. Firms qualified for the interviews based on the combined scores for their qualification statements and cost proposals. The interviews focused on the firm's understanding of the project and their approach to working with key individuals, groups and entities that have an interest in the project. Committee members rated each firm's presentation.

The HFC Selection Committee used the combined ratings of the bidders' qualification statements, cost proposals, and interviews to select the firm best qualified to provide Architectural & Engineering Services for the project. The Committee met after the final stage of the selection process, discussed the finalists and reviewed their strengths and weaknesses, and unanimously recommended an award to the highest rated firm – SSOE Group.

The average scores for each firm appear below.


Firm Name	Qualifications	Cost Score	Qualifications + Cost	Interview	Total Points
Maximum Points:	200	100	300	100	400
DiClemente Siegel	<b>179</b>	100	<b>279</b>	56	335
Ghafari	<b>181</b>	79	<b>260</b>	68	328
Hamilton Anderson	Disqualified (incomplete proposal)				
Hobbs & Black	167		167		167
Lord Aeck Sargent	<b>175</b>	77	252		252
Neumann/Smith	<b>183</b>	75	<b>258</b>	91	349
NORR	165		165		165
SSOE Group	<b>173</b>	95	<b>268</b>	95	<b>363</b>
Stantec	<b>184</b>	68	<b>252</b>	68	321

Firm Name	Qualifications	Cost Score	Qualifications + Cost	Interview	Total Points
Tower Pinkster Titus	161		161		161
Bialosky Cleveland					No Reply
DLZ Michigan					No Reply
Fishbeck Thompson Carr	(attended pre-bid, partnered with another firm)				No Reply
Progressive AE					No Reply
TMP Architecture					No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to SSOE Group for an amount not to exceed \$540,300 for Architectural & Engineering Services for the Entrepreneur and Innovation Institute/Technology Building project in accordance with the specifications of RFP #20178. The \$540,300 for the design work would be counted toward our 55% cost of the project once the legislature approves the construction of the project.

  
 John S. Satkowski, JD  
 Vice President of Financial Services

  
 Russell A. Kavalhuna, JD  
 President

**HENRY FORD COLLEGE  
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**CONTRACT AWARD**

**SUBJECT:** Oculus Virtual Reality Headsets

The faculty of the School of Business, Entrepreneurship, and Professional Development requests a contract for the purchase of thirty (30) Oculus Quest for Business 128GB Virtual Reality Headsets for student use in the Automotive Technology program. Bosch Automotive and Ford Motor Company, partners with the College in providing automotive technology training programs, use these specific Virtual Reality (VR) Headsets. Bosch and Ford will work with HFC faculty to conduct training classes for students in the Automotive Student Service Educational Training (ASSET) program and other Automotive Technology courses. With the Oculus Quest for Business VR Headsets and the included enterprise software, the College can cancel a planned purchase of (17) laptop computers that would have been required with the consumer version of the VR Headset, thereby saving over \$30,000. Oculus for Business was designed for professional settings and enterprise needs. The enterprise-grade software that comes with the headset makes learning and collaboration tasks more immersive which helps users focus on the tasks at hand. Advantages of using the enterprise software include: an enterprise app launcher that showcases only the apps the College installs and blocks users from installing their own apps (e.g., gaming); no distracting consumer features like store or video apps; and device manager settings that let an instructor manage controllers across devices, deploy applications, and keep users from accidentally exiting out of their experiences.

Oculus is the sole producer of this hardware and software. Oculus distributes the Business version of this product in the United States and Canada exclusively through their sales and distribution agent, DTC Fulfillment, Inc.

The College's cost for thirty Oculus Quest for Business 128GB Virtual Reality Headsets totals \$30,420.00. Federal Vocational Education Equipment Grant (Perkins) dollars provide 100% of the funds for this purchase.

When procuring property and services under a Federal award, the College must comply with the requirements of Federal regulations found in 2 CFR 200, §§200.317 through 200.326. These regulations address a non-competitive procurement as follows:

Non-competitive Proposals – Sole Source. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- i. The item is available only from a single source;
- ii. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- iii. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the College; or
- iv. After solicitation of a number of sources, competition is determined inadequate.

The Oculus Quest for Business 128GB Virtual Reality Headset procurement complies with the above federal requirements per section i.) the items are available only from a single source and section iii.) the College submitted supporting documentation for a sole source procurement to the

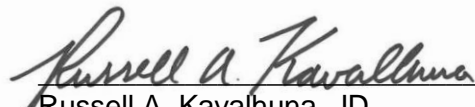
State of Michigan Department of Labor and Economic Opportunity (the pass-through entity) and received their approval and authorization to proceed with the procurement on February 10, 2020.

The College requests Board approval for a sole source award.

**RECOMMENDATION:**

The College administration recommends a contract award totaling \$30,420.00 to DTC Fulfillment, Inc. for thirty (30) Oculus Quest for Business 128GB Virtual Reality Headsets requested by the Automotive Technology department, in accordance with Quote #30038 dated January 10, 2020.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Russell A. Kavalhuna, JD  
President

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**CONTRACT AWARD**

**SUBJECT:** Amatrol Electric Relay Control Learning System

The faculty of the Workforce and Professional Development Division requests a contract for the purchase of six (6) Amatrol #90-EC1A Electric Relay Control Learning Systems and ten (10) Amatrol #96-CT1 Computer Control Learning Systems. This equipment will be used by students in the Henry Ford College Early/Middle College Trade School Program.

Using the Electric Relay Control Learning System (90-EC1A) with its included curriculum, students will learn about electric relay control design and operation using ladder diagrams. Relay control is vital in the operation of electric and fluid power actuators and it forms the fundamental building block of automation systems like programmable logic controllers (PLCs), which are programmed using the electrical control schematic method, i.e., the ladder diagram.

With the Computer Control Learning System and curriculum (96-CT1), students learn how to program, operate, and interface programmable logic controllers (PLC) in a variety of applications used in many industries, such as automotive, packaging, and technological assembly. The PLC remains an important tool in industrial automation, useful in a wide variety of applications like robots, conveyors, electric motor controls, air conditioning, process control, plastic injection molding, and CNC machines. The system features an Allen-Bradley Micro820 PLC, which is commonly used in industry. The Computer Control Learning System can be mounted to the Electric Relay Control Learning System to provide control of real-world electrical and pneumatic application devices.

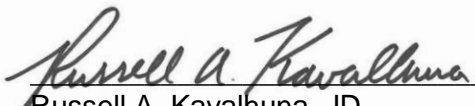
The College's cost for (6) Amatrol #90-EC1A Electric Relay Control Learning Systems, (10) Amatrol #96-CT1 Computer Control Learning Systems, installation, set-up, and shipping totals \$46,560.00. A three-day instructor training support class is provided at no additional charge. A workforce development grant from the Ralph C Wilson Foundation provides 100% of the funds for this purchase.

Amatrol, Inc. is the sole manufacturer that can produce and supply this equipment and curriculum. Amatrol uses exclusive distributors for specific states and supports ATS Midwest as its only distributor for Michigan purchases. The College requests Board approval for a sole source award.

**RECOMMENDATION:**

The College administration recommends a contract award totaling \$46,560.00 to ATS Midwest LLC for (6) Amatrol #90-EC1A Electric Relay Control Learning Systems and (10) Amatrol #96-CT1 Computer Control Learning Systems requested by the Workforce and Professional Development Division, in accordance with Quote #17762 dated January 27, 2020.

  
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Russell A. Kavalhuna, JD  
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**CONTRACT AWARD**

**SUBJECT:** HP Managed Print Services – Contract Renewal

The College administration requests the renewal of a contract for Managed Print Services (MPS) with HP Inc. (formerly known as Hewlett-Packard) to cover the current and future inventory of computer-based laser, inkjet, and multifunction printers at all campus locations. The HP MPS program encompasses all stages of the print and imaging lifecycle, including assessment, procurement, implementation, device and supplies management and workflow automation.

When the Board approved the current HP MPS agreement in December 2015, the College's total cost to operate and support 241 networked printers exceeded \$13,250 per month. At that time, HP estimated that the cost to cover those printers under a Managed Print Services contract would total \$8,050 per month. A recent analysis of actual MPS contract costs revealed that the average monthly cost in 2019 for 249 devices totaled \$4,710. Based on this result, the HP contract achieved savings that exceeded the estimated cost reductions when the contract was originally awarded by \$3,340/month (\$40,080/year). Compared to pre-contract actual expenses in 2015, the College has reduced costs by a total of \$8,540/month (\$102,490/year).

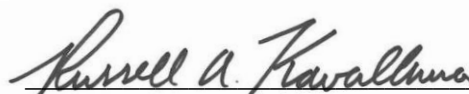
The current 60-month agreement expires at the end of this year; however, HP advises the College to renew the contract early for two reasons: 1) the cost to renew in 2021 will be approximately 5% higher than a renewal in early 2020 and 2) current contract costs will increase in April 2020 when the many older devices in the College's fleet will no longer qualify for full coverage – this increase will have a significant impact on overall costs.

If the College renews early, HP will use contract pricing set by a National IPA contract and lock in those rates immediately for another five years. (The National IPA is the nation's largest cooperative purchasing organization established for public agencies. It is now part of Omnia Partners, a public sector cooperative. The contract was competitively bid nationwide.) The rates available on the National IPA contract are almost identical to the College's current rates. Additional savings will occur as the College and HP work to replace and upgrade equipment. Older machines cost more to maintain than newer devices. When older printers get replaced with new efficient models, then maintenance and operating costs fall, energy savings increase, and progress toward sustainability and IEMP goals improve.

**RECOMMENDATION:**

The College administration recommends the renewal of a contract to HP, Inc. in the amount of \$4,710 per month for a 60-month agreement for Managed Print Services, in accordance with Proposal #MPS-cw01282020 dated January 28, 2020.

  
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