

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

BOARD REPORT

SUBJECT: Return to Campus Playbook and COVID-19 Preparedness and Response Plan

Under the leadership of Trustee Roxanne McDonald, Vice President Amy Clark, and Vice President Lori Gonko, a Return to Campus Team was formed in May 2020 to coordinate the College's Return to Campus plan with the MI Safe Start framework. Their work was informed by the Governor's Executive Orders, as well as guidance from the CDC and directives from the Wayne County Health Department.

The Return to Campus effort consisted of a Core Team that guided the process and four subcommittees that expanded and informed the process.

The Core Team included Reuben Brukley, Amy Clark, Kevin Culler, Rhonda DeLong, Holly Diamond, Paul Fisher, Lori Gonko, LaDonna Holley, Edgar Johns, Trustee Roxanne McDonald, Katrina Minnis, Tony Perry, Eric Rader, Karen Schoen, and Susan Shunkwiler. These individuals led the work of four subcommittees:

- Safety and Health subcommittee
- Workplace Reintegration subcommittee
- Communication subcommittee
- Academics subcommittee

Each of the subcommittees devoted much time and effort to generating ideas and recommendations for a safe and effective return to campus. They reviewed best practices and relevant policies and procedures, and they discussed an array of possible approaches. Their hard work culminated in the development of the following resources:

COVID-19 Preparedness and Response Plan

The State of Michigan required the College to develop a COVID-19 Preparedness and Response Plan. This plan describes our safety measures, policies, and procedures for employees, students, and contract workers on our campus. A physical copy of this document is available at the Campus Safety office and the Office of the President. The document will also be online as part of HFC's comprehensive Return to Campus resources detailed below. This plan, as well as all the resources are subject to change as needed.

Return to Campus Phased Approach

The Governor's Executive Order 2020-160 requires that businesses promote remote work to the fullest extent possible until further notice.

Given this requirement, the Return to Campus team developed a phased approach for returning staff to campus. Phases are not date specific. Indicators that will inform phase movement include the Governor's Executive Orders and guidelines from the Centers for Disease Control, Department of Health and Human Services pursuant to the Occupational Safety and Health Act, the World Health Organization, and Wayne County Health Department. Restrictions and protocols will also be adjusted based on state and local guidance.

Vice Presidents have worked with each department within their area of responsibility to develop a department staffing plan appropriate to each phase.

Return to Campus playbook and required training for all on-campus employees

The Core Team developed a comprehensive Return to Campus Playbook using a tool called PlaybookBuilder. This interactive online resource and training process includes the following modules, or sections:

1. Background on COVID-19
2. Symptoms of COVID-19
3. COVID-19 Transmission and Spread
4. General Health and Hygiene Rules
5. Infection Prevention Measures
6. HR Procedures and Guidance
7. COVID-19 Absences and Leaves
8. COVID-19 Exposure Protocols
9. Wellness Resources
10. Post-Training Assessment

The first four sections contain general information from the federal Centers for Disease Control and Prevention (CDC). The next six sections are specific to Henry Ford College operations, processes, and regulations.

All employees are required to review the Playbook and complete the Post-Training Assessment.

Other available resources include:

- The **Return to Campus website** (available soon), which will answer additional questions and will contain guidelines, posters, forms, and public information for students and our community.
- A **Safety First coronavirus website**, which is updated regularly with the latest information about best practices for safety, where to get tested, and the College's specific COVID-19 safety measures.
- **The 2020 Student Resources website**, which provides academic and support resources for students.
- **Quick reference guides**. These guides contain information about what to do if someone becomes ill or develops symptoms while on campus.

- **Face masks for every employee.** The College has procured three face masks for each employee, which will be distributed as individuals return to on-site work.
- **On-campus signage.** Various posters and signs are posted on campus directing students and staff to follow official safety procedures.
- **Daily Health Screening Forms.** All employees, students, and visitors must self-assess for COVID-19 symptoms and risk factors each day before entering campus. The form is available electronically and can be accessed from a smartphone, tablet, or computer. For those who do not have a cell phone, tablet, or computer that allows access to use the prescreening form from home, paper screening forms are available in the Campus Safety lobby.

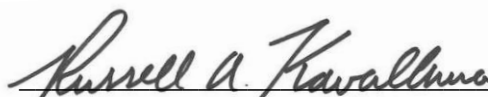
Plans for Fall 2020 Semester

Registration for Fall classes will continue through the start of the Fall semester. We will offer about 70% of our classes fully online, including our new [Live without the Drive](#) real-time format, which we have been promoting to new and current students to encourage enrollment.

Here is the breakdown of classes currently scheduled for Fall 2020:

- 100% online sections = 743 (40%)
- Live Without the Drive 100% online sections = 544 (30%)
- Face-to-face sections 279 (15%)
- Hybrid sections = 251 (14%)
- Off-campus sections (Clinicals, Co-Ops, Internships, etc.) = 21 (1%)

Our enrollment team and others across campus are leading the way toward our Fall goal of 105,180 credit hours. This goal is 5.5% below our enrollment from last Fall. There are many challenges ahead, but our teams are doing everything they can to help us reach our goal. College administrators have encouraged employees to offer suggestions and support for enrollment efforts toward the Strategic Enrollment Management Team's online suggestion form.



Russell A. Kavalhuna, JD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Technology Training Equipment, Hampden Engineering

The faculty of the Workforce and Professional Development Division requests a contract for the purchase of Technology Training Equipment from Hampden Engineering for use in the Henry Ford College Early/Middle College Trade School Program. To better prepare students for success in the skilled trades workforce, deliver state of the art training to businesses, and expand its skilled trades curriculum, program faculty selected this equipment for training students in the use and maintenance of electrical, heating and cooling, and refrigeration systems.

Hampden Engineering Corporation is the sole manufacturer and distributor of these trainers. The College requests Board approval for a sole source award.

A workforce development grant from the Ralph C. Wilson Foundation provides 100% of the funds for this purchase. The College's Purchasing Coordinator negotiated a 12% quantity discount that generated savings of \$57,782 compared to the base quote. The final cost breakdown for the trainers, including all equipment and shipping, appears below.

Trainer Description	Qty	Unit Cost	Total Cost
HEE-11 Heating & Air Conditioning Electrical Wiring Trainer	8	\$2,351.36	\$18,810.88
HEE-11R Basic Electricity Relay Trainer	8	\$3,642.32	\$29,138.56
H-RST-6 Basic Refrigeration (R-134a) Trainer	8	\$26,363.92	\$210,911.36
H-GHT-4 Gas Fired Warm Air Heating Trainer	8	\$20,609.60	\$164,876.80
Grand Total			\$423,737.60

RECOMMENDATION:

The College administration recommends a contract award to Hampden Engineering Corporation for \$423,737.60 for technology training equipment requested by the Early/Middle College Trade School program in accordance with Quotation #20-0516-Rev1 dated July 29, 2020.



John S. Satkowski, JD
Vice President of Financial Services



Russell A. Kavalhuna, JD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Security Camera System – Building M

The Campus Safety Manager requests a contract for the purchase and installation of security cameras and related software and components in the Student and Culinary Arts Center, Building M. Under this contract, the provider will furnish and install fifteen (15) new networked, digital video surveillance cameras, a networked video recorder, and associated switches, cables, and software licenses. The proposed system replaces twelve obsolete analog cameras that have poor video quality and high failure rates. The existing cameras are no longer repairable. The project includes the installation of three additional cameras to provide better coverage of the Pavilion, common areas by the Skylight Café, and the loading dock. The new system integrates with the College's campus security system and offers high resolution HD1080p color video, live monitoring and playback, video recording and storage on network drives, and remote camera management.

The College standardized its access control, alarm and security systems with Security Corporation and has used their products and services since the 1990's. The College requests Board approval for a sole source award.

The cost for all equipment and labor to install the security camera system totals \$27,235.39. The Technology Investment Fund (TIF) provides 100% of the funds for this purchase. The Board approved the TIF funding for this project on May 18, 2020.

RECOMMENDATION:

The College administration recommends a contract award to Security Corporation for \$27,235.39 for the purchase and installation of a Security Camera System for Building M in accordance with Proposal #15401-1-0 dated April 15, 2020.



John S. Satkowski, JD
Vice President of Financial Services



Russell A. Kavalhuna, JD
President

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Security as a Service – Incident Response Plan

The Director of Network and IT Infrastructure requests an amendment to a contract that the Board approved on May 15, 2017. At that time, Sentinel Technologies was awarded a contract for a Security as a Service program that greatly expanded network and database security monitoring to cover nearly all of the College's servers, network and endpoint security devices and end-user workstations. As threats to data and network security continue to evolve and become more sophisticated, the procedures for responding to a security breach must advance as well. The College needs a clear, documented action plan to follow if an incident occurs. Sentinel offers a Cyber Security Incident Response program that includes the following key services:

- Review the College's technical readiness to respond to an incident;
- Create an Incident Response Plan tailored to the College's needs and risks;
- Perform a review of Cyber Security Insurance coverage;
- Integrate the Incident Response Plan with other Sentinel security processes for a coordinated, comprehensive response to an incident;
- Provide a discounted pool of 40 hours for Incident Response Services if a breach occurs; and
- Manage and coordinate services during an incident with other suppliers such as forensics firms, insurers, public relations firms, third-party vendors, circuit carriers, etc.

Sentinel Technologies has provided network technology and services to the College since 2009 and has in-depth knowledge of the College's network infrastructure and network security implementations. The College administration recommends amending the current blanket purchase order with Sentinel Technologies for the Security as a Service program to include a nonrecurring one-time charge of \$29,600 for the development of a Cyber Security Incident Response Plan. With approval, the dollar limit for the blanket order will increase from \$134,166 to \$163,766.

RECOMMENDATION:

The College administration recommends an increase in Blanket Purchase Order #B0007879 to Sentinel Technologies in the amount of \$29,600 for the development of a Cyber Security Incident Response Plan in accordance with proposed Addendum #120r1-RS.



John S. Satkowski, JD
Vice President of Financial Services



Russell A. Kavalhuna, JD
President