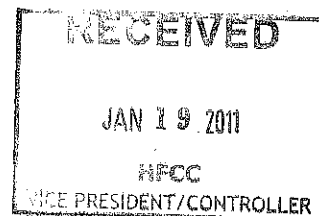




Henry Ford Community College

Technology Investment Fund

Project Funding Request



This application form with original signatures must be received by the Vice President/Controller's office by 4:00 p.m. on either the **first Friday after Labor Day** (Fall semester) or the **third Friday in January** (Winter semester) in order to be eligible for funding. Applications will only be accepted on this form. Applications must include an Executive Summary which will be shared with the Campus Community. (**Attach additional sheets for any section needed.**)

Date of Application: January 18, 2011	Project Type: <input checked="" type="checkbox"/> New <input type="checkbox"/> Upgrade/Expansion
Project Director: Diane B. Green, Assoc. Dean Department/Division: Counseling, Assisted Learning Services & Student Outreach & Support	How many students will directly benefit from the project? Approx. 3500 annually
Total TIF Funds Requested: \$49,974.79	

Problem Statement

Define the problem/idea. (What do you want to do? Why?)

The Counseling, Assisted Learning Services, and Student Outreach & Support multi-purpose/classroom space (LRC-121) lacks the capability to produce and present multimedia/interactive/engaging presentations that support our classes, workshops, seminars, and meetings. Instructors are unable to offer PowerPoint slide presentations or access Internet resources, the HFCC website or other visual aids that are greatly needed to support our courses, programs, and activities that promote student success and retention. Our furniture and carpeting are very old, mismatched, stained, and dirty. The room is dingy, cramped, and uninviting. Students often comment on its condition verbally and through the evaluation process.

We want to:

Create an environment that is clean, bright, neatly furnished, and warm and inviting; equipped with current technology that will support multimedia presentations that are interactive, engaging, and appealing; supports students' learning styles; presents information in a way that is creative, interesting, and informative; and promotes student success and retention. Requested equipment and classroom updates as listed below would allow us to better integrate classroom instruction and student learning by using technology in the following ways:

*Students in Career Exploration (COUN 120) or Life Work Planning (COUN 125), for example, conduct in class computer research to secure information related to occupations that were derived from the COPS (an interest inventory) or an assessment in DISCOVER or MOIS (computer guidance software programs). Currently, students would be restricted to printing a hard copy of the information and then giving an oral presentation. For auditory learners that approach addresses their need, while visual or tactile learners may feel that their learning needs are not being fully met. On the other hand, if students in the same classes have access to an Elmo they could project their assessment results and research information from a hard copy onto a white board or screen for deliver and discussion. They could als, forward those results, from their in class computer, to the instructor who could project their results through the over-head projector onto the white board or screen for student delivery and discussion. Students with iPhones/Smart Phones/iPads could also e-mail assignments directly to the instructor's in-class lap top which could be projected through the overhead projector for in class presentation and discussion. Instructors could break students into small groups to summary their reactions to the presentations and discussion, recording their findings on the **Huddle Boards** for display and further discussion. The instructor could use the **Got It! T Student Response System** (clickers) to further engage students by seeking immediate feedback on questions related the research and assessment information and group reports being shared, or complete on the spot group/individual quizzes, providing immediate results for further discussion.*

These approaches speak to the students' sensory preferences, experiential learning preferences and personality factors and to what psychologist Howard Gardner defines as

	<p><i>addressing multiple abilities rather than a single measure of intelligence. These approaches further stimulate learning, increase student engagement and class participation, and improved student success.</i></p> <p><u>We want to:</u></p> <p>Update our equipment and furnishings to include:</p> <p>Mounted overhead projector Projector mount w/ security Cable, molded Lap top computer 12V Self-amplified in ceiling spkr combo Replacement lamp DVD/VRC combo (no tuner) Audio Switcher Stereo audio/video distributor 55" flat-screen TV system, Visual doc-cam (Elmo) 20 lap-top/notebook computers 20 station charging cabinet 20 Clickers 5 Huddle Boards Recessed ceiling lightening 9 Fold away tables 18 table chairs 22 stackable chairs 12 work stations carpeting 5 Huddle Boards Ceiling tile replacements 2-color paint application</p>
<p align="center">Evidence for Project Validity <i>(What is the current situation?)</i></p>	
<p>What resources do you have/use now?</p>	<p>Currently, the LRC 121 is equipped with old, outdated equipment which includes a projection screen, a large television monitor with rolling stand, a VHS/DVD player, an overhead projector with rolling stand, 10 refurbished desk-top computers, 10 assorted computer tables, 26 mismatched fabric covered chairs, and 12 tables (many of which are damaged, cracked, and/or chipped). We also have a white erase board. When presentations are scheduled for our classes, workshops, seminars, liaison meetings, and other divisional activities we have to order a projector and lap top computer through Instructional Technology. This equipment is not always available when we need it. We are also experiencing technical problems with the TV monitor and HVS/DVD player and our overhead projector is more difficult to focus and does not always present a sharp image.</p>
<p>Why can't you use your existing resources to do this project?</p>	<p>The existing resources, while useful in their time, are outdated, cumbersome, and take up a considerable amount of space. Furniture and carpeting are old, badly stained, damaged, and, in some instances, present a safety hazard to the students and instructors alike (e.g., torn carpet, exposed floor outlets and floor access panels). Our technologically savvy students who are constantly <i>connected</i> to their Smart Phones/iPhones/iPads expect multimedia presentations that are interactive, engaging, and interesting. We feel an obligation to upgrade our equipment to challenge their creativity and thinking. Further, students come to us from high schools where classrooms are equipped with state-of-the-art equipment. Transfer students from other 2- and 4-year institutions have experienced classrooms better equipped to support their learning and success than LRC 121, and they readily comment on that fact. Most classrooms on our campus are far better equipped and more inviting than LRC 121. We use existing equipment in a very disconnected way since none of the pieces <i>can</i> integrate into or with the other. The time that is wasted waiting on computers to boot or dealing with computers shutting down and then having to reboot disrupts the flow of information and, thus, the learning process. Students subsequently become frustrated and distracted. This adversely impedes the learning process.</p>

<p>What evidence do you have that this project will be successful? (Cite specific information.)</p> <ul style="list-style-type: none"> • Current research • Examples from other schools or teachers • Letters of support from experts in the field • Your own past experience. 	<p>We have been encouraged by our IT staff (Tony and Darren) to pursue TIF support as we frequently request equipment through their area. They have suggested the equipment and technology listed in this proposal because they see and understand how we utilize equipment and what our equipment needs are.</p> <p>In course evaluations (COUN 114, COUN 125, etc.) students have requested that PowerPoint, EXCEL, and other interactive tools (overhead projectors, iPhones, iPads, etc.) be integrated into class instruction for enhanced learning. Students have also verbally complained about the “dirty” carpet, the stained chairs and the overall appearance of the room.</p> <p>Our visual learners also depend upon reinforcing stimulation to remember new material. More of our students want and need to experience visual as well as auditory, kinesthetic, experiential learning and personality strategies. Other community colleges (Grand Rapid CC, Washtenaw CC) that offer a career exploration/development experience/course use techniques and strategies that incorporate technology (i.e., overhead projectors, in-class computers, clickers, etc.). During the Fall MCCSSA Conference 2009 panel presenters from North Central discussed how they successfully incorporate technology in group advising and program information sessions through PowerPoint presentations and the Student Response System to determine how well students are retaining the information being presented. They talked about how the decision to move to a more <i>technological approach</i> in presenting this information significantly increased student involvement and engagement as well as increased retention of the material that was presented.</p> <p>When instructors use PowerPoint presentations in their COUN 114 and COUN 125 classes, students indicate they find it much easier to keep pace with the material, understand the material better, and take more accurate notes. Updated technology would allow us to creatively address a variety of student dimensions (e.g., intelligence, sensory, experiential learning, personality factors) while challenging and stimulating learning. Student success in our classes builds on a student’s self-confidence and sense of self-worth and well-being. A positive self-image enables them to perform better in their other courses. Students tell us how “beneficial”, “worthwhile”, and “helpful” their experience with a course or seminar or workshop has been. Many students take multiple courses in our area and participate in numerous ones of our seminars and workshops. The upgraded technology will make these experiences even more meaningful to our students.</p>
---	---

Relevance to Technology Investment Committee Guidelines

(Address only those that apply.)

INNOVATION:	
Is the proposal innovative to the field of Instructional Technology?	
Is the proposal innovative to HFCC?	Yes. It will integrate current technological advances and counseling theory and skills to improve student achievement, academically and personally.
Is the proposal innovative to the specific discipline?	The proposal is innovative in the sense that it is combining the interest of three different departments (Counseling, ALS, SOS,) as well as the needs of new students, transfer students, and current/former students who enroll in our personal growth courses, workshops, and seminars. We are presently attempting, and unsuccessfully I might add, to match our existing technology with technology that currently exists in classrooms throughout our campus. We fall short of providing students who take our classes and participate in our workshops and seminars with the same level of technologically enhanced and engaging experiences.
NEED:	Enhancing student learning by utilizing multimedia equipment to create

Is the proposal essential for the instructional design?	presentations that are engaging, interactive and interesting is essential if HFCC is to remain competitive with the plethora of college and universities in southeastern Michigan. The College has made significant strides in affecting that end by updating and retrofitting classrooms throughout the campus as part of facilities improvement projects.
Does it create new programs or courses with the potential for increased student enrollment?	Yes. It will afford us the opportunity to increase the number of courses offered in our area while also allowing us to expand on the number and types of workshops and seminars we present. The ability to add interactive learning and engagement to our technological capabilities will allow us to create learning and personal growth experiences that will also speak to a wider audience among our students.
Is it necessary to remain competitive with post-secondary institutions?	Yes. With increased competition for students and decreasing State aid we need to upgrade our technology whenever and wherever possible. Transfer students have expressed surprise and disappointment that LRC 121 is inferior to classrooms at post-secondary institutions they attended as well as classrooms here at the College. They expect to experience more multimedia, interactive, and engaging instruction. They know that they can transfer elsewhere if our technology is lacking or inferior.
Does it provide skills that are transferable to the workplace?	Yes. Counseling courses conducted in LRC 121 cover time management, life work planning skills, goal setting skills, values clarification, self- motivation, interpersonal relationship skills, personality type, development of human potential, personal well-being, conflict resolution and management, career planning and development, and strategies for managing stress.
Does it prepare students for transfer to upper-level curriculum?	Yes. Counselors conduct seminars that inform students not only about transferable programs and articulation agreement, but also about needed upper-level HFCC courses required for transfer. These seminars also help students to assess and confirm their educational and career goals.
Relevance to Technology Investment Committee Guidelines (continued) <i>(Address only those that apply.)</i>	
Does it keep the course or program current in the related technology?	Students today rely upon the Web, PowerPoint, Excel, Data Base and other technologies far more extensively then they did when we first equipped LRC 121 some 18 years ago. Having the capability and capacity to utilize these technologies in LRC 121 would allow instructors and presenters to illustrate many of the supplementary materials available with textbooks and online which we are unable to presently do.
NATURE OF PROPOSAL:	Yes, from the standpoint that the proposal seeks to integrate more technology into the courses taught in LRC 121: COUN 110 (Human Potential - Basic), COUN 111 (Human Potential – Advanced), COUN 114 (Stress Management), COUN 120 (Career Exploration), COUN 125 (Life Work Planning), and COUN 128 (Active Parenting) which we are currently not afforded with the equipment that we have. It is also intended to infuse more technology into those courses that are taught online (hybrid) that also use LRC 121 to supplement the online experience.
Is the proposal a component of curricular revision?	
Is it the next logical step in the evolution of the course/curriculum?	<p>Yes. As our enrollment has increased so have the developmental and personal needs of our students. Multi-sensory teaching techniques, incorporating more visual presentation, are needed to address the challenges of our student learners.</p> <p>All of the major universities in Michigan (UM, MSU, CMU, WSU, EMU, etc.) have classrooms equipped with Internet access. Adding this to LRC 121 will enable instructors to access supplementary materials and resources recommended in the</p>

	<p>required textbook, and enhance learning for our diverse student body. It will also provide more visual presentations for students whose preferred learning style is more visual than auditory. This multi-sensory approach to learning will especially impact students with learning disabilities who need a more auditory style.</p> <p>An example of an application of this in COUN 114, Stress Management, could apply to the study of the Yerkes-Dodson Principle, which examines maximum athletic performance in relationship to levels of stress. Projecting the Yerkes-Dodson curve on the screen would be easier to comprehend than a strictly oral presentation of the process. Visual learners and some learning disabled students would find this type of instruction much more beneficial than the standard auditory lecture style in which instructors have to limit themselves now, in the current LRC 121.</p>
Will it help attract students to HFCC?	<p>Yes. Students often seek an elective or Wellness course (COUN 114) to balance their schedules. Others are interested in addressing personal and/or life issues which our courses (Human Potential, Life/Work Planning, Career Exploration, Active Parenting, etc.), seminars (non-traditional careers, career exploration, academic success, College Is Possible, etc.), and workshops (Stop Anxiety, Depression, Suicide Prevention, etc.) address. Infusing our courses, seminars and workshops with current and engaging technology will make our offerings more attractive to students. It will also allow the Counseling Division to expand on its course offerings.</p>
Will it support HFCC community outreach/public relations activities?	<p>Yes. Student Outreach & Support (SOS) uses LRC 121 for <i>Welcome Back</i>, <i>College Is Possible</i>, <i>Secrets to Academic Success Workshops</i>, and <i>Nontraditional Careers</i> events which reach out to the greater community to attract prospective and current students. Career seminars, which are open to the public, college transfer seminars, and Assisted Learning Services information meetings, have been conducted in LRC 121. The ALS and SOS Advisory Board meetings, which include members from local agencies and the greater community, are held in LRC 121. Semester Liaison meetings with area 4-year colleges and universities are also held in LRC 121. These gatherings/meetings typically make use of technology which currently has to be "imported". Updated technology in LRC 121 will allow us to more conveniently and efficiently prepare LRC for our gatherings/meetings using upgraded, current, technology devoted to that room and its use.</p>
Will it support student retention activities at HFCC?	<p>Yes. The courses, workshops, and seminars offered through the Counseling, Assisted Learning Services, and Student Outreach & Support and taught/presented in LRC 121 are designed to promote and support student success in their personal lives and academically. This is what we do as professional licensed counselors. We know that students who are more grounded in themselves, have greater self-awareness, are more confident, and are better students and are more successful. The technology we are requesting will also help to build on the efforts of Achieving the Dream Orientation Program Initiative to "increase student awareness of and access to college support services." (IV a.) Developing meaningful learning strategies and experiences that are interactive and experiential for our counseling courses, workshops and seminars where updated technology is used will allow us to reinforce and stress college support services available to support that education and training. Being able to see colorful pictures, accompanied by a voice-over presentation or using a PowerPoint presentation infused with video and colorful pictures leaves a lasting impression on students. They will also have these experiences in LRC 121 which is a part of our service area which further increase awareness.</p>

Will it become an integral part of the course, program or curriculum?	Yes. Our students expect greater use of technology and will be more engaged and interested learners with the integration and expansion of our multimedia presentations. Instructors will relish the opportunity to integrate the wealth of possibilities that this equipment will bring from an instructional standpoint as well as learning. Updated technology will enable us to develop more seminars and workshops for new students as an expanded orientation program as well as promote personal growth and life/work experiences for the general student population. This equipment will be used in making these experiences much more interactive and engaging, and allowing greater participation on the part of students (using clickers to survey the students; Huddle Boards to support small group work; PowerPoint/Excel delivery so information is visual and clear; flat-screen televisions for video production presentation and discussion; etc.)
--	---

Resources

Where will the project hardware be installed?	It will be installed in LRC 121.
Who will do the job? <ul style="list-style-type: none"> • List the personnel • List their duties 	Data & Voice – Technicians – Install computers Troxell Communications – Supply/Install Equipment Instructional Technology – Oversight/Training (Bitonti & Rinaldi) Canton Computer – Data & Voice Technicians - Order/Provide Computers Lincoln Office Solutions – Kay Flores (Fred Stiener) - Design space/order furnishing/oversee installation Usztan, LLC – Painting (A. Parker) - Paint LRC 121 Edgewood Electric, Inc. - Electrical (A. Parker) - Perform electrical work Independent Carpet One – Carpet (A. Parker) - Install Carpeting
Who will use the hardware?	Counselors, instructors, and students (with instructional supervision)
Who will conduct any necessary project-hardware training?	Tony Bitonti and Darren Rinaldi from Instructional Technology
Who will handle any spring and summer semester duties related to hardware installation?	Diane B. Green, Associate Dean
Do you have commitment from your administration for personnel support? (Be specific, include	Not applicable

documentation.)		
Is release time required to complete this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>TIF does not fund release time. If you are requesting release time, it must be approved by the appropriate administrators prior to proposal submission.</i>
If yes, has it been approved at this time by your Associate Dean?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p style="text-align: center;">Evaluation (How will you know if it worked?)</p>		
How will you demonstrate to the college that this was an effective use of funds? (How will you evaluate the goals listed as Expected Outcomes?)	<ul style="list-style-type: none"> • Students will average at least 70% on tests/quizzes • Students will complete online assignments using Internet sites (Nancy Snyderman's bewell.com, ADA's mypyramid.gov) and complete specific materials in class (e.g., wellness chart, values assessment chart, career assessment work sheets and charts, etc.) • Students will present a personal improvement plan to classmates, utilizing multimedia technology • Pre and post tests administered on the first and last day of class will illustrate progress made • Workshops and seminars will be evaluated to include a question related to room and technology supports 	
How will you determine the success or shortcomings of the project?	<ul style="list-style-type: none"> • Local 1650 Student Performance Evaluation and AFO Evaluation distributed on the last day of class will be reviewed and analyzed. • Counseling Program Evaluations, customized for Counseling courses taught in LRC 121 (e.g., COUN 114, COUN 110, etc.) and other activities and events (i.e., workshops and seminars). • The Wellness Inventory will be given to every student taking the Stress Management Course, and results will be reviewed by the Wellness Committee. • Less than a 70% mastery on quizzes and test will prompt a review of teaching techniques and an evaluation of the quality of multimedia presentation on the learning process 	
<p style="text-align: center;">Budget (You must also include an itemized budget statement.)</p>		

What do you need to complete this project? <i>(Be specific about equipment, software, and training.)</i>	See attached.
What is the TOTAL COST? <i>(You must attach an itemized cost analysis with this proposal.)</i> Total Cost of the Project is \$53,577.79	
How recent is your quote?	Between November 2010 and January 2011
Are changes to the college infrastructure necessary to support this project?	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Have consulted with Sandro Silvestri, Anthony Parker, Tony Bitonti, Darren Rinaldi, and Kay Flores</p> <p><i>If "yes" provide an explanation from the Directors of Data & Voice and Buildings & Grounds, and from the Administrator in charge of the affected room(s).</i></p>
What other monetary commitments exist? <i>(Department/Division/ External) Please be specific; include documentation wherever possible.</i>	See attached.
If other sources of funding are not available, why? <ul style="list-style-type: none"> • Doesn't have the support? • Not viewed as feasible? • Not a priority? • Other? 	<p>Since improvements have not occurred I presume that making equipment updates, replacing furniture and carpeting have not been a priority. LRC 121, while based in a building that primarily provides student services, serves as a multi-purpose/classroom space for instruction of Counseling classes, generating at least 54 credit hours per year. Additionally, this room hosts a variety of seminars, workshops, and group advising sessions for prospective and current students also adding to the recruitment and retention efforts of the college. Currently LRC 121 is not an inviting introductory experience for new students on campus or for those who are currently matriculating.</p>

Include with your application a document that indicates the ways in which your project addresses the goals and objectives of the Henry Ford Community College Strategic Plan. Also, indicate how your project addresses your Division or Department plan. Be as specific as possible.

The 2009 – 2012 Strategic Plan – *Inventing Our Future* – Strategic Goal 4 Objective a. states: “Develop and manage the College’s resources to enhance the fiscal health and operations of the College: a. Expand the use of technology to provide access to information, support communication, and enhance learning.” The Counseling Division Strategic Initiatives included:

- **Research and develop a “smart” classroom environment in LRC 121 to support all Counseling (COUN) courses and ALS, SOS, and Counseling activities (e.g., workshops, seminars, group advising, etc.).**

As indicated above, acquiring the necessary and much needed technology for LRC121 will afford instructors an opportunity to produce and present multimedia/interactive/engaging presentations that support their counseling courses, workshops, seminars, group advising sessions, and other division related activities. The request for updated technology builds on *Strategic Initiative 4a* as the instructors will use the equipment to expose as well as teach students how to access information directly related to their academic success and personal growth and development as covered in our courses, workshops, and seminars. This exposure will further build on supporting students’ ability to communicate thoughts, ideas, and feelings more effectively through the use of the technology whether through PowerPoint presentations, video presentations/discussions, Internet research presentations, and discussion board presentations. Students’ learning will be greatly enhanced through the use of the interactive, engaging, and interesting course activities that will further support their academic success and retention.

Our TIF Proposal supports Strategic Goal 1 Objective d: “Expand access to College programs and services to increase participation in higher education in higher education: d. Develop and strengthen programs and services that address the needs of underprepared students.”

Updated technology will afford our counselors/instructors greater access to information and technical tools for teaching students how to participate more fully in their learning experience. Interactive and engaging learning experiences in our courses will help students gain a better understanding of themselves, their needs and values, and their strengths. Students will become more grounded in themselves, more confident, and more focused on their goals. Subsequently, they become more successful students.

Our Proposal also supports Strategic Goal 6: “Enhance student-support services to assist student in meeting their educational goals. c. Enhance student learning by coordinating and expanding co-curricular activities and programs.”

Technological improvements in LRC 121 will enhance counselors/instructors ability to present engaging, interactive, and interesting information and materials for and during the numerous workshops and seminars we offer in support of students reaching their educational goals. Students enjoy using technology that enhances their learning experiences, and they want the capability to have access to use it.

If your proposal is Non-Instructional (Library Services, Learning Lab, Counseling, Placement Services), please skip this section and complete the information in the Non-Instructional section.

Instructional Proposals

Complete this section if this is an Instructional Proposal, directly impacting student teaching and learning.

Expected Outcomes <i>(Project Objectives)</i>	
What is your current teaching method? How will this project fit into your current plan?	<p>Currently, lectures, small group discussions/presentations, cooperative learning, video (VHS/DVD) presentations, inquiry learning (questions and answer/pre-teaching), and experiential learning activities are utilized. The additional technology will enhance current teaching methods and strategies, thus reinforcing material with more audio and visual presentations. The technology will make these learning experiences far more interactive, engaging, and interesting.</p>
How will this improve student learning? (List specific goals.)	<p><i>As a result of this project students will:</i></p> <ul style="list-style-type: none"> • Demonstrate mastery of the course material, which will be reinforced by multimedia presentations. • Learn about additional web-based resources, pertinent to the course, and apply that information to their overall growth, development and well-being. • Critically evaluate trends and theories, incorporating applicable ideas into one's daily living. • Recognize when life circumstance negatively impact learning experiences and employ strategies to reach equilibrium through the demonstrated use of web-based resources. • Expand students' learning options.

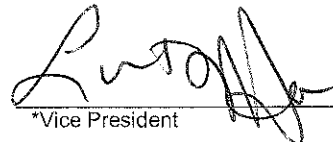
Instructional Proposals (continued)

State how the project addresses the Seven Principles of Good Practice in Undergraduate Education. (Address only the relevant criteria.)	
Supports student-faculty contact	Incorporating enhanced technology into the classroom experience, as demonstrated and taught by the instructor, affords the instructor the opportunity to initiate and encourage meaningful and constructive contact and engagement with the students.
Supports cooperation among students	Students will more easily be able to complete group projects and assignments if they have access to visual aids, such PowerPoint and EXCEL information. They will also be able to share more in-class information accessed through the use technology when they make class presentations. This will also allow the students to generate a more interesting and engaging discussion among their peers while demonstrating their command of using the equipment.
Supports active learning	Students will be more actively involved in the learning process, as they will be asked to respond to multimedia material and use technology equipment during individual and group projects and activities, and class discussions.
Supports prompt feedback	During and following oral presentations students will benefit from on-the-spot feedback from the instructor, and classmates when appropriate or required, relative to content, format, relevance, creativity, and originality of a multimedia presentation.
Supports time on task	Presentation of material will be more efficient and effective using a multimedia approach. Engaged students will focus better, retain information more comprehensively, and feel more confident about the learning process. For instance, a PowerPoint presentation will reinforce what has already been discussed. Or, should students be required to develop a PowerPoint based on information acquired through course lecture or web based research it would demonstrate their ability to create, develop, and present information within clearly defined time parameters.
Supports high expectations	Effective use of technology on the part of the instructor demonstrates and teaches skills and strategies in the use of technology, thus establishing a level of expectation on the part of the students. Subsequently, use of the equipment and internet resources in class will help students demonstrate their proficiency in using the technology, maintain and critically analyze information, and apply pertinent findings to their lives and their personal and educational success.
Supports diverse talents and ways of learning	The multi-sensory approach will appeal to a greater number of learning styles. Using the VARK Model, visual, aural, reading/writing, and kinesthetic learner will enjoy the use of greater technology. Applying the concepts to additional classroom activities should reinforce principles taught using the multimedia technology.


SIGNATURES:

 1/19/2011
*Project Director Date

 1/19/11
*Associate Dean/Department Head Date

 1/19/2011
*Vice President Date

 1/19/11
**Director of Building & Grounds Date

 1/19/2011
*Director of Data & Voice Date

* For notification purposes only



Henry Ford Community College

Technology Investment Fund Project Funding Request

Executive Summary

DATE OF APPLICATION	PROJECT TYPE
January 14, 2011	<input checked="" type="checkbox"/> New <input type="checkbox"/> Upgrade/Expansion
NAME OF PROJECT DIRECTOR OR PRESENTER	DEPARTMENT/DIVISION
Diane B. Green, Associate Dean	Counseling, Assisted Learning Services, and Student Outreach & Support
COST OF PROPOSED PROJECT	NUMBER OF STUDENTS SERVED ANNUALLY
\$53,577.79	100,000+ (All Areas/Duplicated Head Count)

SUMMARY

LRC 121 has served as the Counseling, Assisted Learning Services, and Student Outreach & Support multi-purpose classroom since 1997 when the offices moved to the Learning Resources Center building. Counseling courses, workshops, seminars, small group advising sessions as well as advisory board and divisional meetings are held in this room. Approximately 3500 students use this space annually in conjunction with counseling courses, workshops, and seminars for which they register. These courses, workshops, and seminars that have been offered in LRC 121 are Career Exploration (COUN 125), Human Potential (COUN 110/111), Stress Management (COUN 114), Assertiveness Training (115/116/118), Issues In Personal Growth (COUN 119) (COUN Life/Work Planning (COUN 125), Job Interview Counseling (COUN 127), Activity Parenting (COUN 128), Personality Type (COUN 129), Stop Test Anxiety, Academic Success Seminars (Study Skill & Note Taking), College Is Possible, Career Seminars, Welcome Back Students Meet 'n Greet, Transfer Seminars, Employment Seminar for Students with Disabilities, etc. The Behavioral Intervention and Group Advising Sessions are also held in LRC 121.

Over the 14 years our Division has occupied the space we have the same classroom tables that accompanied us on the move from the old Administration building in 1997. The chairs, which are stained and falling apart, are at least 12 years old and the computer tables and chairs are hand-me-downs from other areas which, over the years, have received new furnishings. The space is also in dire need of new carpeting, a fresh paint job, and replacement of ceiling tiles which are worn and damaged. The hung television monitor and rolling stand, VHS/DVD player and overhead projector are all outdated, malfunctioning, and adding to an already cramped situation. Our Division needs current technology to support instruction, provide for a more efficient delivery of information and course content, and enhance learning by making it interactive, engaging and interesting. Students are disappointed by the lack of technology as well as the overall appearance of LRC 121 and have expressed that verbally and in their evaluations.

The updates and improvements which are being requested are consistent with the facilities improvements which have been made in classrooms throughout the Main Campus and at the East Campus Nursing School. These improvements have made those classrooms clean, bright, airy, and inviting. Classroom appearance and the use of current technology greatly impacts teaching and learning. Students feel more engaged and positive about their experience and teaching faculty feel more energized and valued. It is not a positive experience for the student or the instructor when students express concern about the cleanliness of a chair; snag or rip their clothes on a table; refuse to sit in a chair or participate in classroom activities because the chair is soiled and the carpet is filthy; trip on torn carpet or catch a heel or trip on a floor outlet; complain because they cannot see the information on the overhead or the TV monitor; become disinterested and *tune out* when the VHS/DVD player malfunctions or the computers will not boot or they shut down unexpectedly; request PowerPoint presentations or charts in EXCEL for ease of learning; or become frustrated when they are extremely limited in what they can do with the computers.

Our goal in Counseling, ALS and SOS is to create an environment that will enhance our students learning as well as help them feel personally motivated and interested in that process. We want that environment to be clean, safe, and equipped with the tools and technology that are necessary to present information and materials in a way that is interactive, engaging, and appealing. We want our students to experience an environment that promotes their personal and academic success and makes them feel good about themselves and the life goals we help them to identify and clarify.

TECHNOLOGY INVESTMENT FUNDING REQUEST 2010 – 2011
Counseling, Assisted Learning Services and Student Outreach & Support

BUDGET

Equipment/Related Services Quotes:

Troxell Communications, Inc.	\$ 5,960.02
Canton Computer, Inc.	16,800.00
Highsmith	1,105.00
Computer Security	2,000.00
Edgewood Electrical	2,000.00
	<hr/>
	\$ 30,865.02

Furnishing Quotes:

Lincoln Office Solutions	\$ 15,546.76
Inst. Wk Station	\$ 1,349.30
Comp. Wk Station	1,541.54
Table /Stations	3,668.04
Table Stat. Chairs	7,022.11
Huddleboard	1,965.77
	<hr/>
Total Request for TIF	\$ 49,974.79

Note: Attached quotes outline itemized prices for goods and services.

Troxell Communications Inc.

4830 S 38th Street, Phoenix, AZ 85040
Tel. 602-437-7240 / (800) 578-8858 Fax. 602-437-7265

Quotation

Darren Rinaldi
HENRY FORD COMMUNITY COLLEGE
ATTN: BUSINESS SERVICES
5101 EVERGREEN RD
DEARBORN MI 48128

Quote # 1292869680
Date 20th of December 2010
Terms Net 30
Cust # 18928
Expires 19th of January 2011
Salesperson 5401 Jerry Crubaugh

We are pleased to quote the following items. If you have any questions please contact your sales representative. This is a system generated quotation. Prices mentioned in this quotation are subject to approval and confirmation by your sales representative

Sr.#	Product	Description	Price	Quantity	Total
1	RDLFPAVDA4	STEREO AUDIO/VIDEO DISTRIBUTOR - 1X4	215.47	1	\$215.47
2	SONKDL55EX500	55IN BRAVIA LCD HDTV 1080P 120HZ PT7	1,350.56	1	\$1,350.56
3	PERPLCMUNLCP	STR COL CLNG MT, UNIV SEC BLK, W/CP	204.63	1	\$204.63
4	ELMHV5100XG	PRESENTER VISUAL DOC-CAM 850,000 PIX XGA	2,104.48	1	\$2,104.48
5	HITCPX3511	PROJ 3500 LUMEN XGA, 2000 TO 1	857.95	1	\$857.95
6	HITCPX2010LAMP	REPLACEMENT LAMP CP-X2010/N/2510/N/3010/N	255.68	1	\$255.68
7	TOSSDV296	DVD/VCR COMBO - NO TUNER	92.54	1	\$92.54
8	DAL75912	MODEL C, 84X84 MW	228.16	1	\$228.16
9	DAL40932	BRACKET WALL MOUNT #6 WHITE	15.75	1	\$15.75
10	OWIAMP1S64	12V SELF-AMPLFD IN-CEILING SPKR COMBO	343.66	1	\$343.66
11	KRAVP211K	SWITCHER AUDIO AUTOMATIC 2X1 XGA / (U)	136.54	1	\$136.54
12	AGIWP3V4A	WALL PLATE VGA 3.5 RCA 3 DBL GANG	44.37	1	\$44.37
13	BMNLCDLOCIIIH	PROJECTOR MOUNT W/ SECURITY, HITACHI (EDUC/GOVT)	90.20	1	\$90.20
14	KRACGMGM25	CABLE, MOLDED 25FT HD15PIN VGA M-TO-M	20.03	1	\$20.03
Subtotal					\$5,960.02
Total					\$5,960.02

Special Instructions

This quote is only for equipment, NOT LABOR. Also, does not include price for ceiling plate, cables and miscellaneous installations materials, or installation labor. Also, does not include price for electrical work, furniture, computer, or any other rooms improvements.

Print Quote

Canton Computer, Inc.

10021 Telegraph Road

Redford, MI 48239

Phone: 313-531-3241

Fax: 313-531-1717

Quote: 136544

Register: 7 DC

12/16/2010, 3:07PM

Acct: 14326

Code: 14326

Ship To:

SANDRO SILVESTRI

HFCC - D&V / Accounts Payable

5101 EVERGREEN RD (B2809)

DEARBORN, MI 48128

SANDRO SILVESTRI HFCC - D&V / Accounts Pa

5101 EVERGREEN RD (B2809)

DEARBORN, MI 48128

W: 313 845-9769 F: 313 845-9802

By: Dave Saba

SKU	Item Description	Quantity	Bkndr Price	Dscent%	Total
SPECIALORDER	SO-SPECIAL ORDER ITEM	1.00	989.95		989.95
	Acer Travelmate TM6594-7323				
	(LX.TXJ03.035) with Intel Core				
	i5-560M 2.66GHz, 4GB Ram,				
	500GB Hard Drive, DVDRW, Intel				
	HD Graphics, Bluetooth,				
	Webcam, Fingerprint Reader,				
	Windows 7 Pro, 7 Hour Battery,				
	HDMI, 1 Year Warranty.				

SPECIALORDER SO-SPECIAL ORDER ITEM 1.00 1019.00 1019.00

Acer Travelmate TM8572-6430

(LX.TZ203.021)15.6" Notebook

with Intel Core i7-620M 2.66Ghz

CPU, 4GB Ram, 500GB Hard

Drive, DVDRW, Intel HD Graphics,

Bluetooth, Webcam, Fingerprint

Reader, Windows 7 Pro, 7 hour

battery, 1 year warranty.

SubTotal: 2008.95

Taxable: 2008.95

Exempt: .000

Total: 2008.95

Anton Computer, Inc. would like to thank you for asking us for a quote. We are sure you will find our prices, quality and service to meet your expectations. Should you have any further questions regarding this quote or our company you may reach us at the following numbers:

Hours of operation: Mon - Fri 10am to 7pm | Sat 10am to 5pm | Sun Closed

Voice 313-531-3241 Fax 313-531-1717

General Sales < 1 >

Service Department < 2 >

Diane Green - Re: Clickers

From: Sandro Silvestri
To: Diane Green
Date: 1/11/2011 12:25 PM
Subject: Re: Clickers

Departments have just gone out and purchased clicker so there may not be a college standard.

A Califone® Got It! Student Response System with 24 Clickers is \$1,105.

Details at:

http://www.highsmith.com/search/H164614/Califone174-Got-Ittrade-Student-Response-System-24-Clickers-c-23955696/?sku=H164614&ci_src=14110944&ci_sku=H164614&CID=H9P001

ss

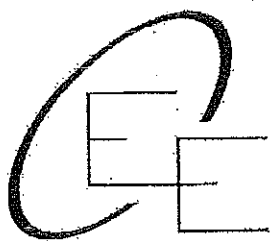
>>> Diane Green 1/11/11 12:22 PM >>>

Sandro,

Back to our LRC 121 TIF Proposal. We want to include "clickers" in our proposal. We would use these to collect information and secure students' responses during classroom, seminar, and workshop activities. Would the quote for clickers come through you or Tony and Darren? We would want 20 clickers.

Thanks much,
Diane

Associate Dean
Counseling, Assisted Learning Services, and Focus On WoMEn
Henry Ford Community College
5101 Evergreen Road
Dearborn, MI 48128



EDGEWOOD ELECTRIC, INC.

DESIGN/BUILD ELECTRICAL CONTRACTOR

SERVICE DIVISION

Industrial • Machine Tool • Commercial

December 27, 2010

Henry Ford Community College
5101 Evergreen Road
Dearborn, MI 48128

Attention: Anthony Parker
Email: alparker@hfcc.edu

RS #1000310

Subject: Learning Resource Center
Room 121 – Upgrade Budget

Tony:

We are pleased to submit our budget quotation for the electrical work on the above referenced project.

For the sum of \$2,000.00
(Two Thousand Dollars)

Scope of Work:

- Installation of (1) receptacle in ceiling for projector and (1) on either side of screen for speakers.
- Separate first row of lights and install on it's own switch.
- First row shall be switched separately from the rest of the lights.


Excluded from our quotation are the following:

- Overtime.
- Changes in Scope.
- Delays by others.

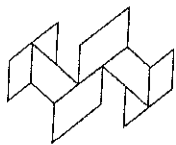
If you should have any questions, please do not hesitate to call.

Respectfully submitted,

EDGEWOOD ELECTRIC, INC.


Richard J. Simon
Service Division Manager

RS/pc

**LINCOLN OFFICE SOLUTIONS**

25355 Ecorse Road
P.O. Box 336
Taylor, MI 48180
(313) 295-3077
(313) 295-2877 Fax

Quotation

Page 1 of 5

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
7244	01/14/11		HENRYF	KAY FLORES	

QUOTE TO: Fred Steiner
Henry Ford Community College
5101 Evergreen Road
Dearborn, MI 48128

SHIP TO: Diane Green
Henry Ford Community College
Counseling Office LRC-117-7
5101 Evergreen Road
Dearborn, MI 48128

P: 1.313.845.6420

F: 1.313.845.9658

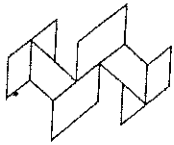
P: 1.313.845.9748

F: 1.313.317.6550

Terms: NET 10 DAYS

Line	Quantity	Catalog No. / Description	Unit Price	Extended Amount
		QUOTATION FIRM FOR 30 DAYS. MERCHANDISE SPECIAL ORDER AND NONRETURNABLE/CANCELABLE. DELIVERY DURING NORMAL BUSINESS HOURS, FIRST FLOOR OR USE OF ELEVATOR. LEAD TIME 4-5 WEEKS. TERMS: NET 10 DAYS.		
BEG 1	Subsection 1	INSTRUCTOR WORKSTATION TSAWHR2424 STEELCASE Worksurface-Straight, High Pressure Laminate, 24x24 EDGE : *EDGE: PLASTIC TOP-SURF: *TOP-SURF: LAMINATE (HPL)	66.36	66.36
2	1	TSAWHE2264 STEELCASE Worksurface-Corner, Curved, Extended, High Pressure Laminate, 24x24x60x48 EDGE : *EDGE: PLASTIC TOP-SURF: *TOP-SURF: LAMINATE (HPL)	256.20	256.20
3	1	TSATP27 STEELCASE Leg-Post, Full Height, 27"H, No Casters BASIC : 7207 BLACK	45.78	45.78
4	1	TSATH2711 STEELCASE Leg-H, 11"Wx27"H BASIC : 7207 BLACK	62.58	62.58
5	1	TSATTIE STEELCASE Tie Plates-Package/6	36.12	36.12

ACCEPTED BY _____ TITLE _____ DATE _____



LINCOLN OFFICE SOLUTIONS

25355 Ecorse Road
P.O. Box 336
Taylor, MI 48180
(313) 295-3077
(313) 295-2877 Fax

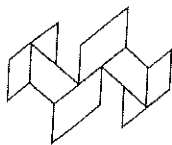
Quotation

Page 2 of 5

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
7244	01/14/11		HENRYF	KAY FLORES	

Line	Quantity	Catalog No. / Description	Unit Price	Extended Amount
6	1	TS5AMOD60 STEELCASE Modesty Panel-Mounting Brackets, 60"W BASIC :247L BLACK (VERSION 2) LPL BRACKET :7207 BLACK	132.48	132.48
7	1	.TSAEGROM PALMER FIELD INSTALLED GROMMET	25.00	25.00
8	1	TS2PBBF22U STEELCASE Pedestal-Box/Box/File, Under Worksurface, 22"D BASIC :7207 BLACK KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL STD PNT *PULL:STANDARD PAINT 0835 BLACK	167.16	167.16
9	1	CUSTOM STACK PEDESTAL UNIT, 15"x27", TO HOUSE ELECTRONIC EQUIPMENT W/2 FIXED HEIGHT (TOP AND BOTTOM) SHELVES AND ONE HEIGHT ADJUSTABLE (MIDDLE) SHELF ON ACCURIDE FULL EXTENSION GLIDES, ****W/SIDE GROMMET AND INTERIOR METAL BAR TO CONTAIN WIRES. FINISH: STANDARD PIONITE LAMINATE SE101N BLACK SUEDE	490.00	490.00
10	2	98768 STEELCASE Tray-Cable Storage, 2x24x2-1/2	15.54	31.08
11	1	88PS STEELCASE Power Strip	36.54	36.54
12	1	LOCK9201FR STEELCASE Lock Cylinder-FR Series, Polished Chrome LOCK :9201 POLISHED CHROME KEYS :SK SPEC 1-FR315	N/C	N/C
Subsection Sub Total				1,349.30
MICHIGAN NON TAXABLE CHURCH/SCHOOL/INST.				0.00
Subsection Total				1,349.30
END	Subsection	INSTRUCTOR WORKSTATION		
BEG	Subsection	COMPUTER WORKSTATIONS		
13	3	WS2472 STEELCASE	140.70	422.10

ACCEPTED BY _____ TITLE _____ DATE _____



LINCOLN OFFICE SOLUTIONS

25355 Ecorse Road
P.O. Box 336
Taylor, MI 48180
(313) 295-3077
(313) 295-2877 Fax

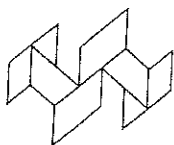
Quotation

Page 3 of 5

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
7244	01/14/11		HENRYF	KAY FLORES	

Line	Quantity	Catalog No. / Description	Unit Price	Extended Amount
14	7	Worksurface-Straight, 24x72 EDGE : *EDGE:PLASTIC TOP-SURF: *TOP-SURF: LAMINATE FINISHES OPTIONS * * OPTIONS * * WKSF OPT *OPT:WORKSURFACE OPTION OMIT OMIT SCALLOPS TBPM ENWORK	117.20	820.40
15	2	TSATH2711 STEELCASE Leg-H, 11"Wx27"H BASIC : *BASIC:PAINT 2	67.62	135.24
16	2	TSATH2720 STEELCASE Leg-H, 20"Wx27"H BASIC : *BASIC:PAINT 2	81.90	163.80
Subsection Sub Total				1,541.54
MICHIGAN NON TAXABLE CHURCH/SCHOOL/INST.				0.00
Subsection Total				1,541.54
END	Subsection	COMPUTER WORKSTATIONS		
BEG	Subsection	FLIP TOP TABLES		
17	9	TS4THR2460 STEELCASE Top-Rectangular Table, High Pressure Laminate, 24x60 EDGE : *EDGE:PLASTIC TOP-SURF: *TOP-SURF: LAMINATE (HPL)	119.60	1,076.40
18	9	TS4FL2724TC2 STEELCASE Leg-T, Flip Top, Casters, Pair, 27"H, For 24"D Tops LEGS : *LEGS:METALLIC PAINT	287.96	2,591.64
Subsection Sub Total				3,668.04
MICHIGAN NON TAXABLE CHURCH/SCHOOL/INST.				0.00
Subsection Total				3,668.04
END	Subsection	FLIP TOP TABLES		
BEG	Subsection	SEATING		
19	19	4871110 STEELCASE Chair-Cachet, Pneumatic Height, Arm, No Upholstered PLASTIC : 6205 BLACK OPTIONS * * OPTIONS * *	306.25	5,818.75

ACCEPTED BY _____ TITLE _____ DATE _____



LINCOLN OFFICE SOLUTIONS

25355 Ecorse Road
P.O. Box 336
Taylor, MI 48180
(313) 295-3077
(313) 295-2877 Fax

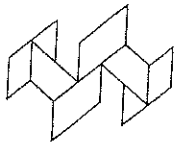
Quotation

Page 4 of 5

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
7244	01/14/11		HENRYF	KAY FLORES	

Line	Quantity	Catalog No. / Description	Unit Price	Extended Amount
20	6	CASTER *OPT:CASTERS HARD CST STD:HARD CASTERS INSTRUCTOR/CLASSROOM SEATING TS37101 STEELCASE Chair-Domino, Stacker, Armless, 4 Per Pack Tag For: STACK SEATING	200.56	1,203.36
Subsection Sub Total				7,022.11
MICHIGAN NON TAXABLE CHURCH/SCHOOL/INST.				0.00
Subsection Total				7,022.11
END	Subsection	SEATING		
BEG 21	Subsection 4	WALL TRACK AND HUDDLEBOARD GCJWT96 STEELCASE Rail-Worktool, Wall Mounted, 96wfor Huddleboard RAIL OPT:8043 CLEAR ANODIZED ALUM	397.99	1,591.96
22	1	K5M3242 STEELCASE Boards-Marker, Large, Package/532x42	373.81	373.81
Subsection Sub Total				1,965.77
MICHIGAN NON TAXABLE CHURCH/SCHOOL/INST.				0.00
Subsection Total				1,965.77
END	Subsection	WALL TRACK AND HUDDLEBOARD		
BEG 23	Subsection 3	STORAGE CABINETS RSC24366QF STEELCASE Cabinet-Storage, 5 Adjustable Shelves, Flush Front, 24x36x83-1/2 BASIC :*BASIC:METALLIC PAINT LOCK :9201 POLISHED CHROME KEYS :SK PLUG OPTIONS * * OPTIONS * * TOP OPT *OPT:TOP OPTIONS STL TOP STD:1" STEEL TOP	751.64	2,254.92
24	3	LOCK9201FR STEELCASE Lock Cylinder-FR Series, Polished Chrome LOCK :9201 POLISHED CHROME KEYS :SK SPEC 3-FR316	N/C	N/C
Subsection Sub Total				2,254.92
MICHIGAN NON TAXABLE CHURCH/SCHOOL/INST.				0.00

ACCEPTED BY _____ TITLE _____ DATE _____



LINCOLN OFFICE SOLUTIONS

25355 Ecorse Road
P.O. Box 336
Taylor, MI 48180
(313) 295-3077
(313) 295-2877 Fax

Quotation

Page 5 of 5

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
7244	01/14/11		HENRYF	KAY FLORES	

Line	Quantity	Catalog No. / Description	Unit Price	Extended Amount
			Subsection Total	2,254.92
END	Subsection	STORAGE CABINETS		
BEG	Subsection	INSTALLATION		
25	1	SOI PALMER	1,348.75	1,348.75
		*RECEIVE/DELIVER/INSTALL NEW PRODUCT PER PLAN.		
		*SUPPLY AND INSTALL BACKER BOARD FOR HUDDLE BOARD TRACK TO BE LOCATED OVER EXISTING DRY ERASE BOARD		
		*PLACE STORAGE CABINETS PER CUSTOMER DIRECTION		
		Subsection Sub Total		1,348.75
		MICHIGAN NON TAXABLE CHURCH/SCHOOL/INST.		0.00
		Subsection Total		1,348.75
END	Subsection	INSTALLATION		
		Sub Total		19,150.43
		MICHIGAN NON TAXABLE CHURCH/SCHOOL/INST.		0.00
		Grand Total		19,150.43
		*****End of Quotation*****		

ACCEPTED BY _____ TITLE _____ DATE _____

PROPOSAL

Date January 6, 2011

TO: HFCC
Anthony Parker

Email: alparker@hfcc.edu
Office:

FROM: Usztan, LLC
261 Collier Road
Aubrun Hills, MI 48326
Phone: (248) 332-7448
Fax: (248) 332-7452

Project Name: Counseling L-121 Painting Upgrade

Description of Work		Total
Cost to perform painting upgrades at Counseling L-121		
Option #1 - One Color		\$900.00
Option #2 - Two Colors		\$1,000.00
Please make checks payable to: Usztan, LLC		SubTotal Choose Option
Mail payments to:		OH&P \$0.00
Usztan, LLC 261 Collier Road, Auburn Hills, MI 48326		TOTAL Choose Option

Payments due upon receipt



1400 N. Wayne Road • Westland, MI 48185

Phone: 734.729.6200 • Fax: 734.729.4162

Toll Free: 800.750.5916

www.independentcarpetone.com

FLOOR COVERING PROPOSAL

DATE: 01/12/11

GOOD FOR 30 DAYS

CUSTOMER NAME Henry Ford Community College

JOB (if different from Customer)

ESTIMATE ONLY

ADDRESS 5101 Evergreen

contact Tony Parker

ACTUAL BID

CITY Dearborn Mi 48128

TOTAL INSTALLED PRICE

PHONE 313-845-6409

CELL

\$ 2,562.77

FAX

EMAIL

AREA	MATERIAL	UNITS	SY / SF	UNIT PRICE	EXT
LRC Building, room 121	Tandus, Field Day	0.00		\$ -	\$ -
	6ft wide Powerbond	650.00	sy	\$ 2.54	\$ 1,651.00
	primer C36E	1.00	pail	\$ 57.43	\$ 57.43
	adhesive C-16E	2.00	pail	\$ 70.72	\$ 141.44
	seam weld #54	2.00	ea	\$ 16.23	\$ 32.46
	cleaner #77	2.00	ea	\$ 15.22	\$ 30.44
		0.00		\$ -	\$ -
		0.00		\$ -	\$ -
		0.00		\$ -	\$ -
					\$ -
	Vinyl Base	120.00	lf	\$ 0.65	\$ 78.00
					\$ -
					\$ -
SALES TAX					
TOTAL MATERIAL					\$ 1,990.77

LABOR CHARGES (Non-Taxable)

	UNITS	SY / SF	UNIT PRICE	EXT
remove existing carpet and dispose	650.00	sy	\$ 0.34	\$ 221.00
install new carpet	650.00	sy	\$ 0.42	\$ 273.00
install new vinyl base	120.00	lf	\$ 0.65	\$ 78.00
labor between Holidays, NC	0.00		\$0.00	\$ -
				\$ -
furniture moving not included				\$ -
floor prep of unseen holes and cracks not included				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Labor				\$ 572.00
TOTAL INSTALLED PRICE				\$ 2,562.77

This Proposal Accepted by:

Steve Rugg 734-576-0699cell, srugg@carpetonefh.com

Customer:

Salesperson:

Date

Date

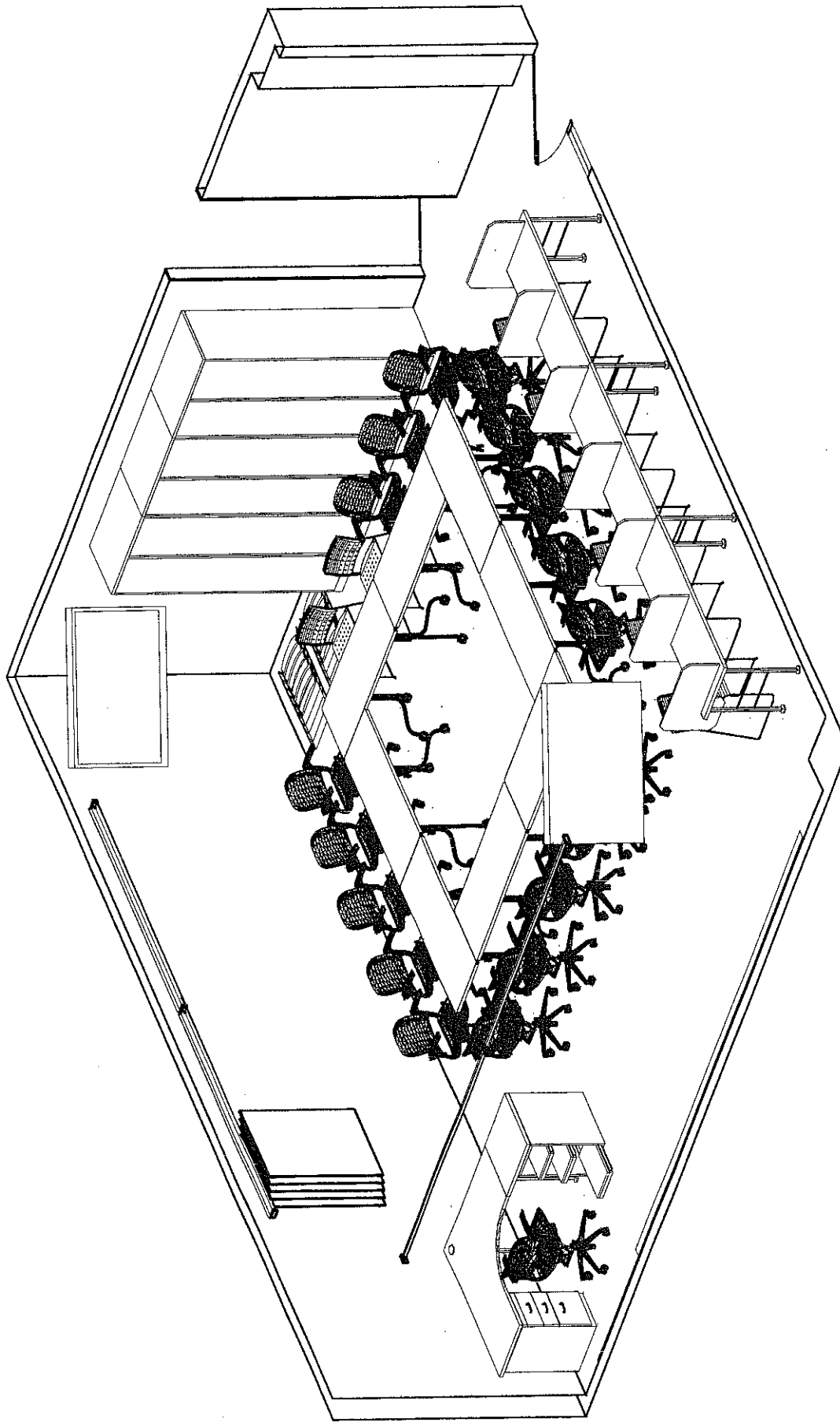
PO#, contract, and or credit app may be required upon the placement of this order. Signature below indicates approval and constitutes authority to proceed with completion of order. Total price is subject to manufactures price increases and is good

Departmental/Divisional Planning				
Department/Division: Counseling				
Academic Year - 2010-2011				
Initiatives (prioritized)	Related Strategic Goal(s) and Objectives	Related Needs (if any)	Estimated Cost	Indicator(s) of Success
Research and develop a "smart" classroom environment in LRC 121 to support all Counseling (COUN) courses and ALS, SOS, Job Placement (provided they are located in Counseling, ALS, SOS area) and Counseling activities (e.g. workshops, seminars, meetings, etc.)	<p>I. Expand access to College programs and services to increase participation in higher education.</p> <p>d. Develop and strengthen programs and services that address the needs of under-prepared students.</p> <p>e. Increase marketing and communication of HFCC programs and services.</p> <p>II. Promote excellence in teaching and learning to meet individual and societal goals.</p> <p>a. Develop new and revise existing programs and curriculum to meet the expectations of students, transfer institution, and the workforce.</p> <p>b. Provide programs and services for all new incoming students that insure their successful transition to, and success in college.</p> <p>VI. Enhance student-support services to assist students in meeting their educational goals.</p> <p>a. Develop and implement effective and innovative student-centered enrollment management, advising, and transition strategies to support student retention and success.</p>	<p>Equipment:</p> <ol style="list-style-type: none"> 1. Projector and supporting electronics 2. Computer/lecture stand 3. Lap top computers (25). Notebooks with/library 4. Wireless Access Point 5. Storage Cart (for Lap top computer) 6. Elmo Overhead unit with switching kit. Curriculum clickers. 7. Tables (15) (\$150.00) 8. Chairs (30) (\$75.00) 9. Lighting 10. Flooring 11. Wall Art (motivational posters) 	<p>TIF:</p> <p>\$8,000.00</p> <p>\$21,250.00</p> <p>\$1,700.00 Est.</p> <p>\$4,000.00</p> <p>\$4,500.00 Est.</p> <p>\$5,000.00 Est.</p> <p><u>Division Funds:</u></p> <p>\$2,250.00 Est.</p> <p>\$2,250.00 Est.</p> <p>\$3,000.00 Est.</p> <p>\$3,500.00 Est.</p> <p>\$100.00</p> <p>\$55,550.00</p>	<ul style="list-style-type: none"> • Increased use of space in support of Counseling, ALS, Job Placement and SOS courses and activities. • Student survey that also assesses <ul style="list-style-type: none"> • use of space • space effectiveness • Furnishing to support students' academic learning and success. • Space that more effectively and efficiently supports the students learning and success. • Completing a needs assessment for the physical facility with updated technology. • Updated equipment.

Departmental/Divisional Planning				
#3				
Department/Division: Counseling				
Academic Year - 2010-2011				
Initiatives (prioritized)	Related Strategic Goal(s) and Objective(s)	Related Needs (if and)	Estimated Cost	Indicator(s) of Success
	<p>b. Increase student awareness of and access to College support services.</p> <p>c. Enhance student learning by coordinating and expanding co-curricular activities and programs.</p> <p>e. Develop campus spaces that will facilitate student learning and community access.</p> <p>f. Advise and inform students so they can make informed academic choices that are aligned with their career goals.</p>			

Departmental/Divisional Planning				
#3				
Department/Division: Counseling				
Academic Year - 2011-2012				
Initiatives (prioritized)	Related Strategic Goal(s) and Objective(s)	Related Needs (if any)	Estimated Cost	Indicator(s) of Success
Launch a "smart" classroom environment in LRC 121 to support all Counseling (COUN) courses and ALS, Job Placement (provided they are located in Counseling, ALS, SOS area) and SOS activities (e.g. workshops, seminars, meetings, etc.	<p>I. Expand access to college programs and services to increase participation in higher education.</p> <p>d. Develop and strengthen programs and services that address the needs of under-prepared students.</p> <p>e. Increase marketing and communication of HFCC programs and services.</p> <p>II. Promote excellence in teaching and learning to meet individual and societal goals.</p> <p>a. Develop new and revise existing programs and curricula to meet the expectations of students, transfer institutions, and the workforce.</p> <p>b. Provide programs and services for all incoming students that ensure their successful transition to, and success in, college.</p> <p>VI. Enhance student-support services to assist students in meeting their educational goals.</p>	<p>Finalize:</p> <ul style="list-style-type: none"> • Space Floor Plan/layout • Technology needs/equipment and support components • Furnishing, lightening needs • Costing Budget 	<p>TIF:</p> <p>\$8,000.00</p> <p>\$21,250.00</p> <p>\$1,700.00 Est.</p> <p>\$4,000.00</p> <p>\$4,500.00 Est.</p> <p>\$5,000.00 Est.</p> <p>Division Funds:</p> <p>\$2,250.00 Est.</p> <p>\$2,250.00 Est.</p> <p>\$3,000.00 Est.</p> <p>\$3,000.00 Est.</p> <p>\$100.00</p>	<ul style="list-style-type: none"> • Completed room layout • Furniture identified, priced and ordered <ul style="list-style-type: none"> - tables - chairs • All technology needs identified, priced, and ordered. <ul style="list-style-type: none"> - projector - supporting electronics - Elmo with switching kit - Lap Top computer - Storage Cart - Elmo computer stand

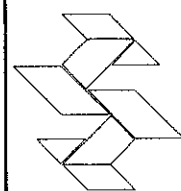
Departmental/Divisional Planning				
Department/Division: Counseling				
Academic Year - 2011-2012				
Initiatives (prioritized)	Related Strategic Goal(s) and Objective(s)	Related Needs (if any)	Estimated Cost	Indicator(s) of Success
	<ul style="list-style-type: none"> a. Develop and implement effective and innovative student-centered enrollment management, advising, and transition strategies to support student retention and success. b. Increase student awareness of and access to College support services. c. Enhance student learning by coordinating and expanding co-curricular activities and programs. e. Develop campus spaces that will facilitate student learning and community access. f. Advise and inform students so they can make informed academic choices that are aligned with their career goals. 			

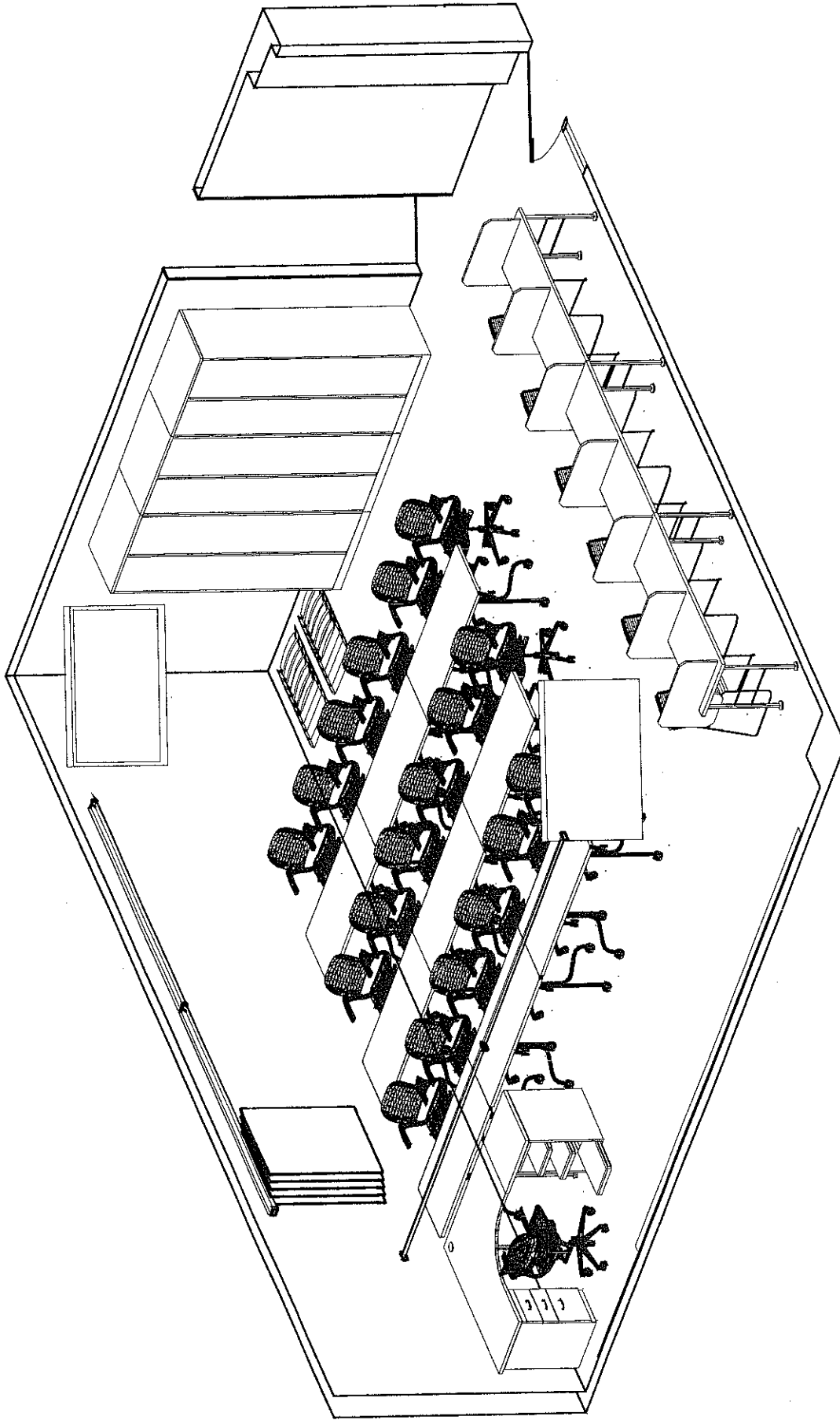


PROJECT #:	7244
SCALE:	DO NOT SCALE
DRAWN BY:	LJW
DATE:	01.14.11
REVISED:	-

PROJECT:
 HENRY FORD COMMUNITY COLLEGE
 DEARBORN, MICHIGAN
 LEARNING RESOURCE CENTER LRC 117-T
 ISOMETRIC VIEW OF LAYOUT OPTION TWO

Lincoln Office Solutions
 25355 Ecorse Road
 Taylor, MI 48180
 313.295.3077
 313.295.2877 FAX

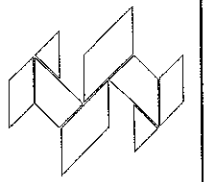




Lincoln Office Solutions
25355 Ecorse Road
Taylor, MI 48180
313.295.3077
313.295.2877 FAX

PROJECT:
HENRY FORD COMMUNITY COLLEGE
DEARBORN, MICHIGAN
LEARNING RESOURCE CENTER LRC 117-T
ISOMETRIC VIEW OF LAYOUT OPTION ONE

PROJECT #:	7244
SCALE:	DO NOT SCALE
DRAWN BY:	LJW
DATE:	01.14.11
REVISED:	-

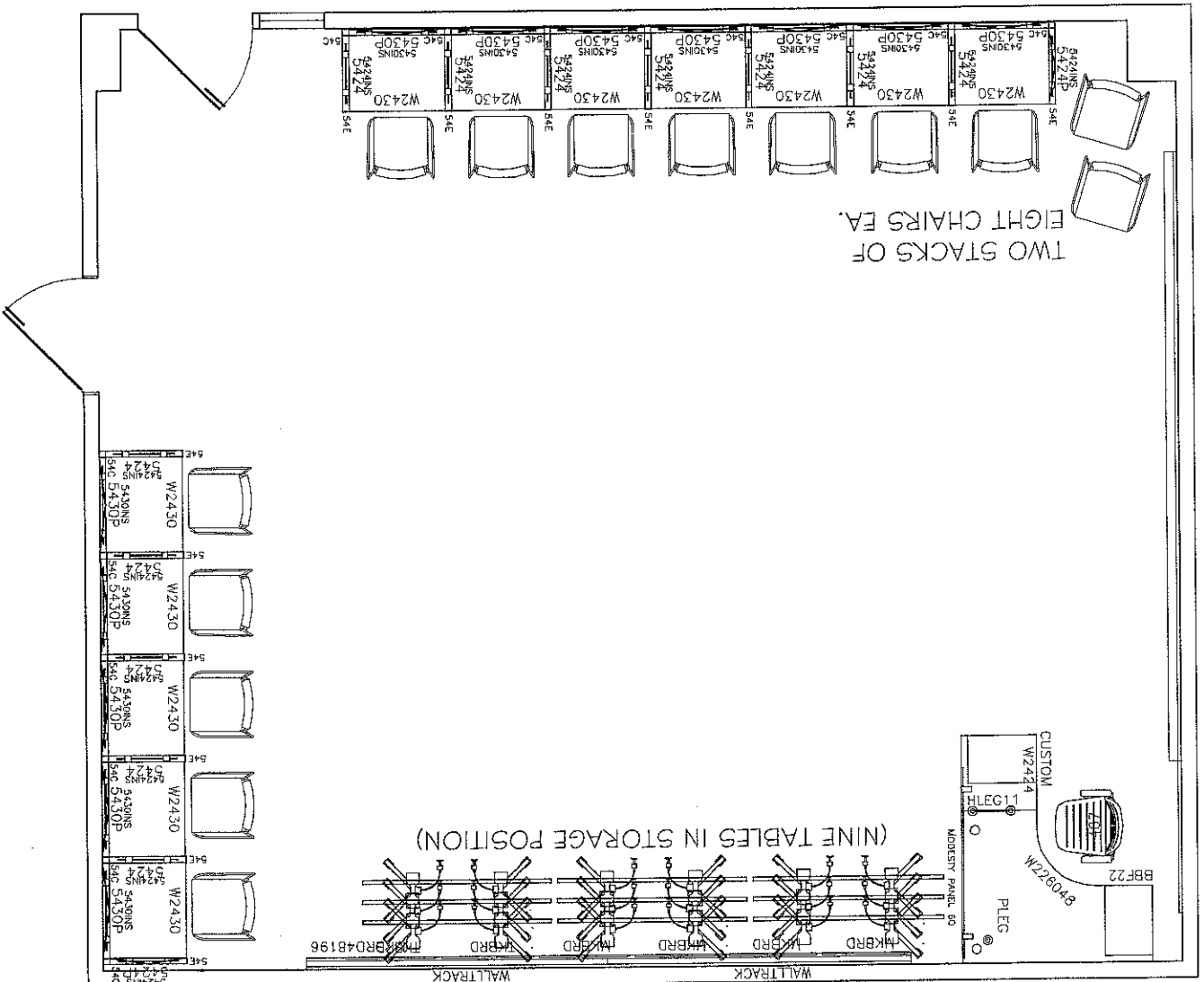


PROJECT:
HENRY FORD COMMUNITY COLLEGE
DEARBORN, MICHIGAN
LEARNING RESOURCE CENTER- LRC 117-T
PROPOSED FURNITURE LAYOUT- OPTION THREE

PROJECT #:
SCALE:
DRAWN BY: LW
DATE: 12.22.10
REVISED: 01.12.11

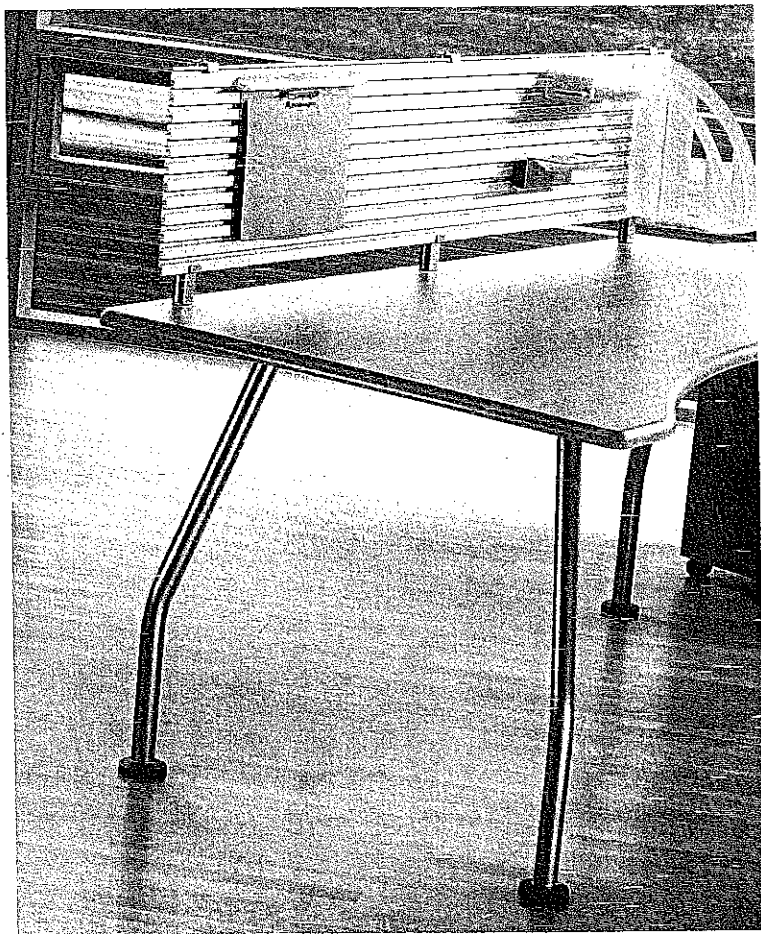
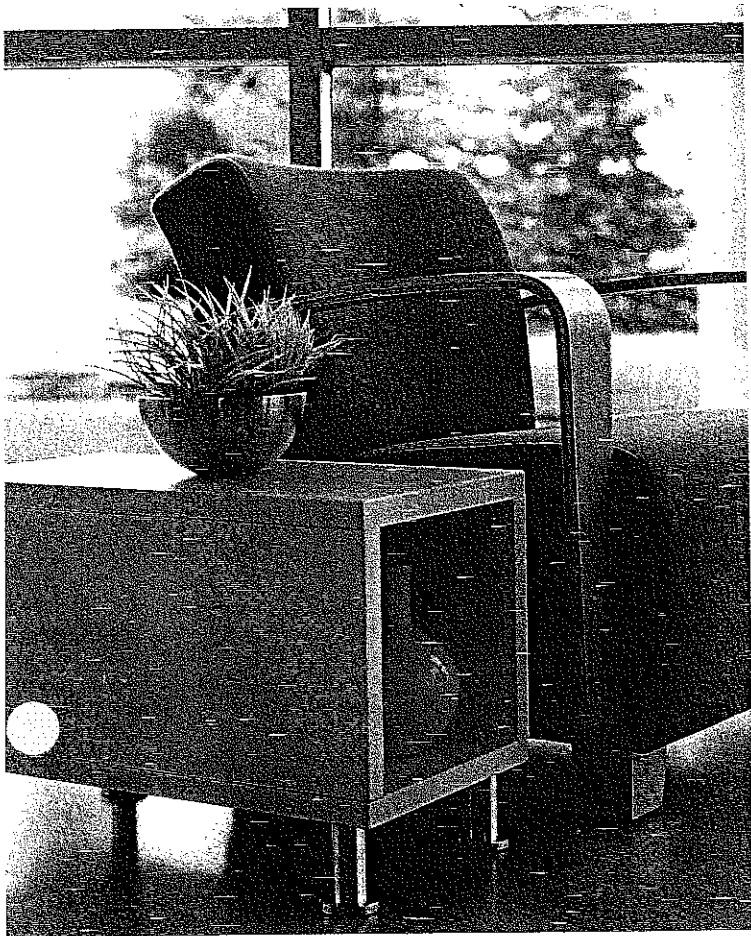
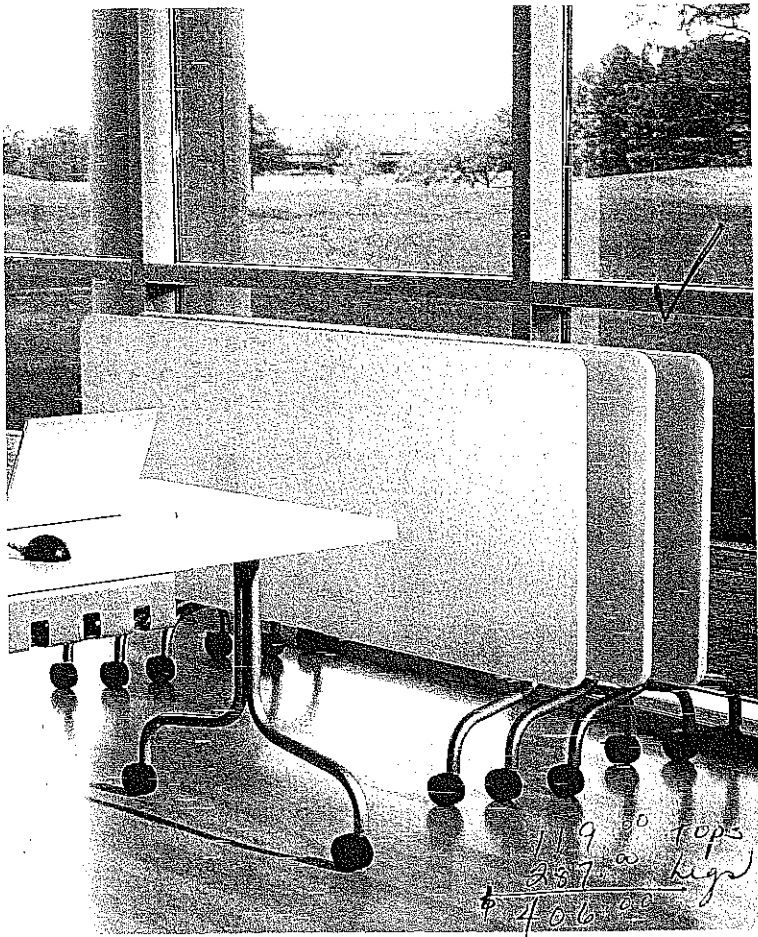
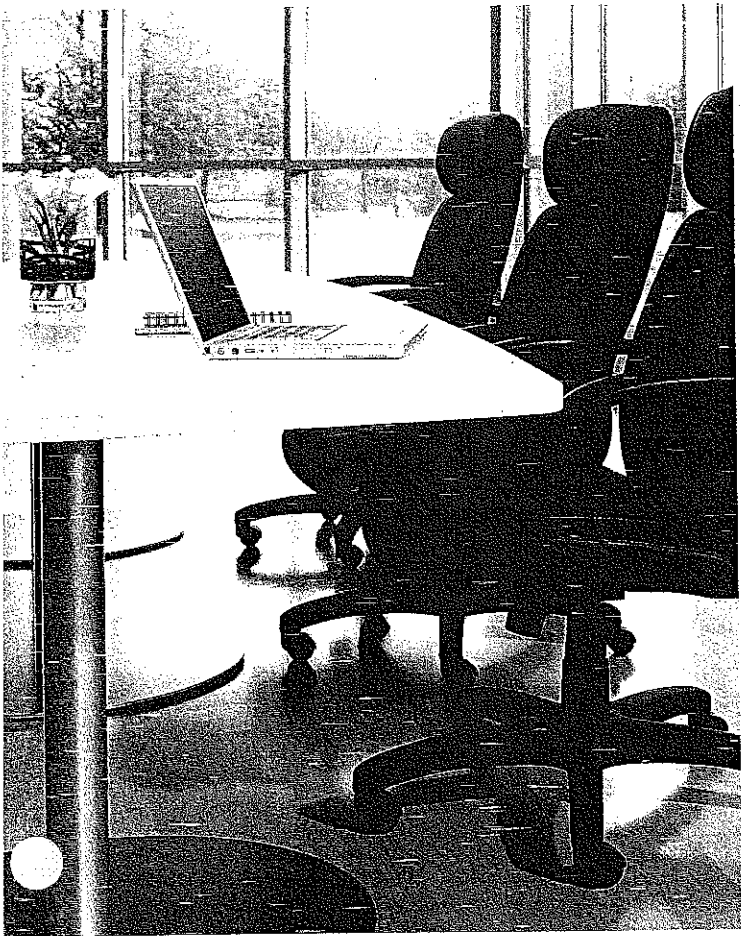
Lincoln Office Solutions 25355 Ecorse Road Taylor, MI 48180 313.295.3077 313.295.2877 FAX

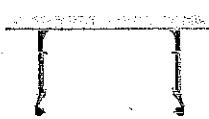
All concepts, plans, ideas, or details of construction, as an instrument of service, remain the property of Lincoln Office Solutions, Inc.. Any use, reproduction, publication, or alteration, without prior written authorization, is strictly prohibited.



urnstone®

Tables

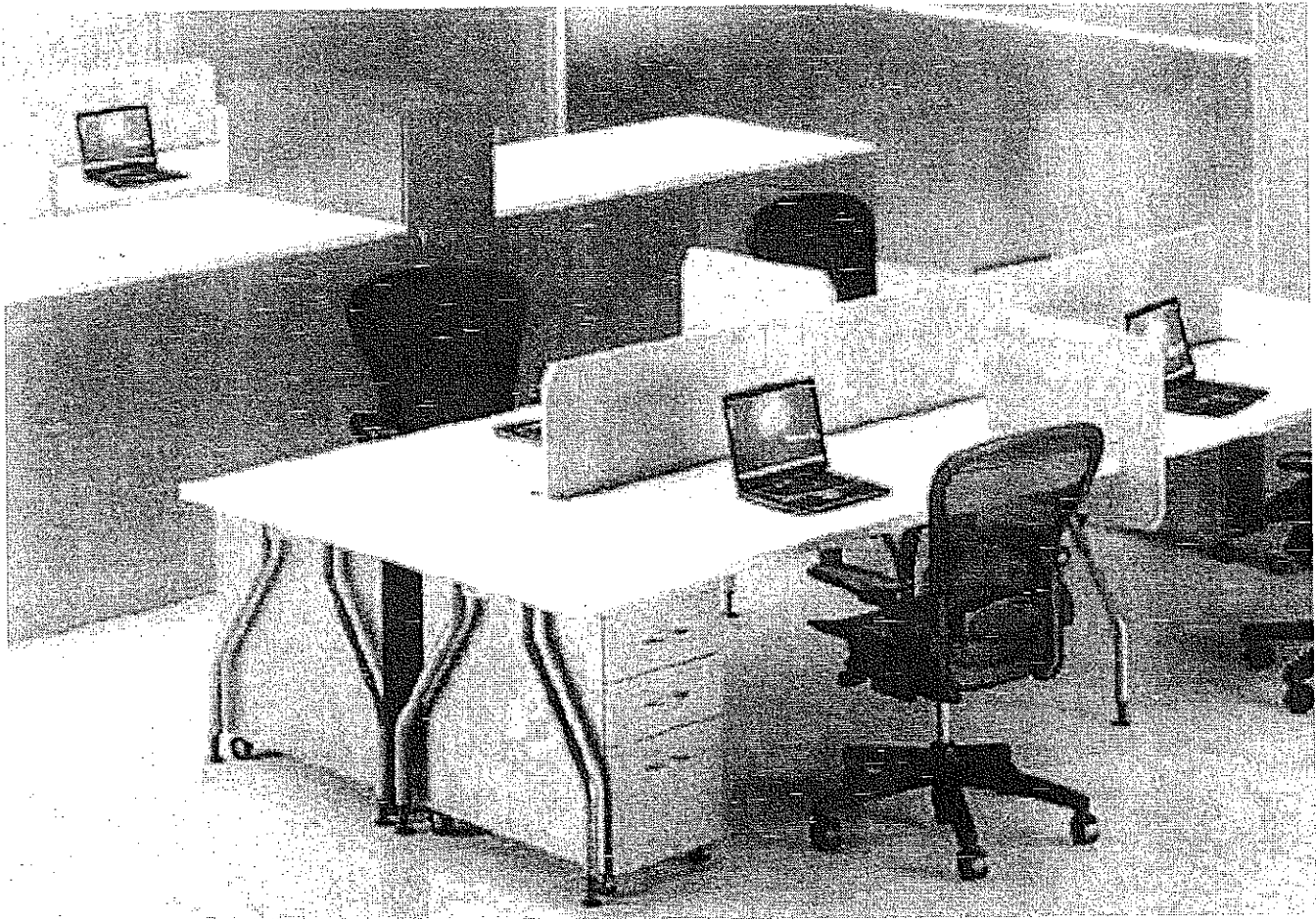




(ALL IMAGES) AKIRA TABLE WITH FLIPPING T-BASE IN POLISHED-ALUMINUM WITH KART NESTING ARM CHAIRS IN TITAN PAINT.







turnstone®

domino stack chair



Existing LRC-121

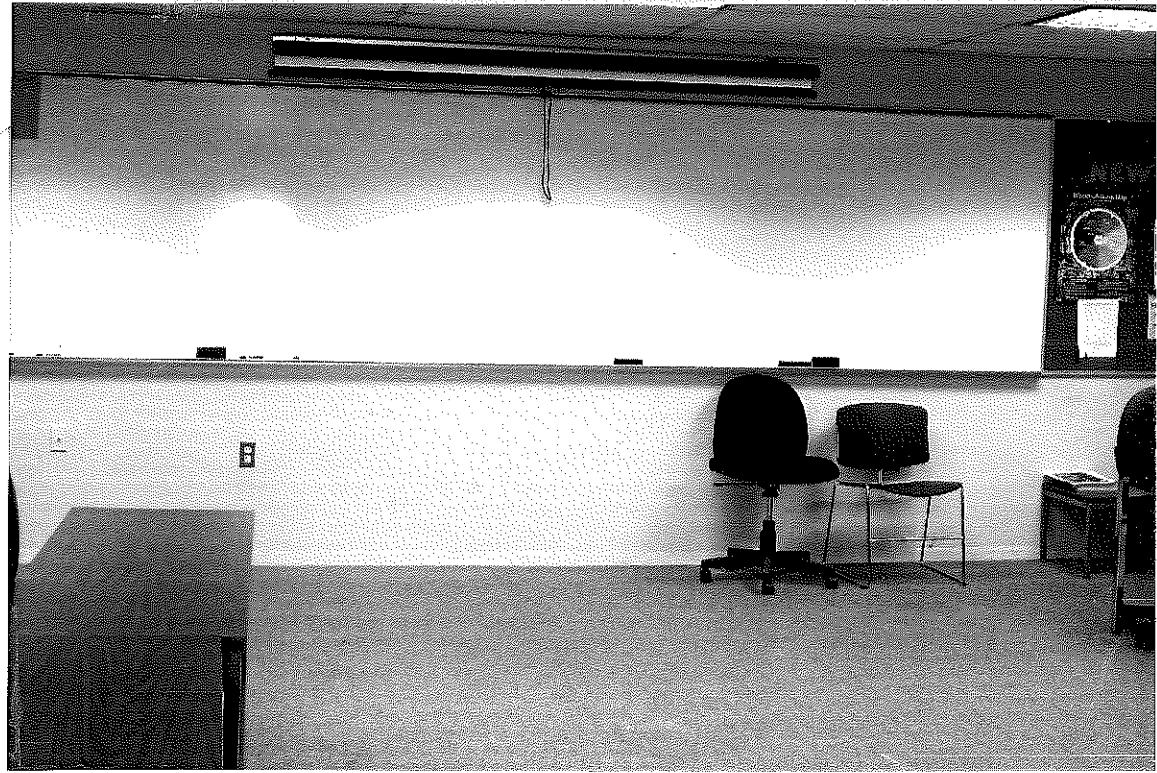
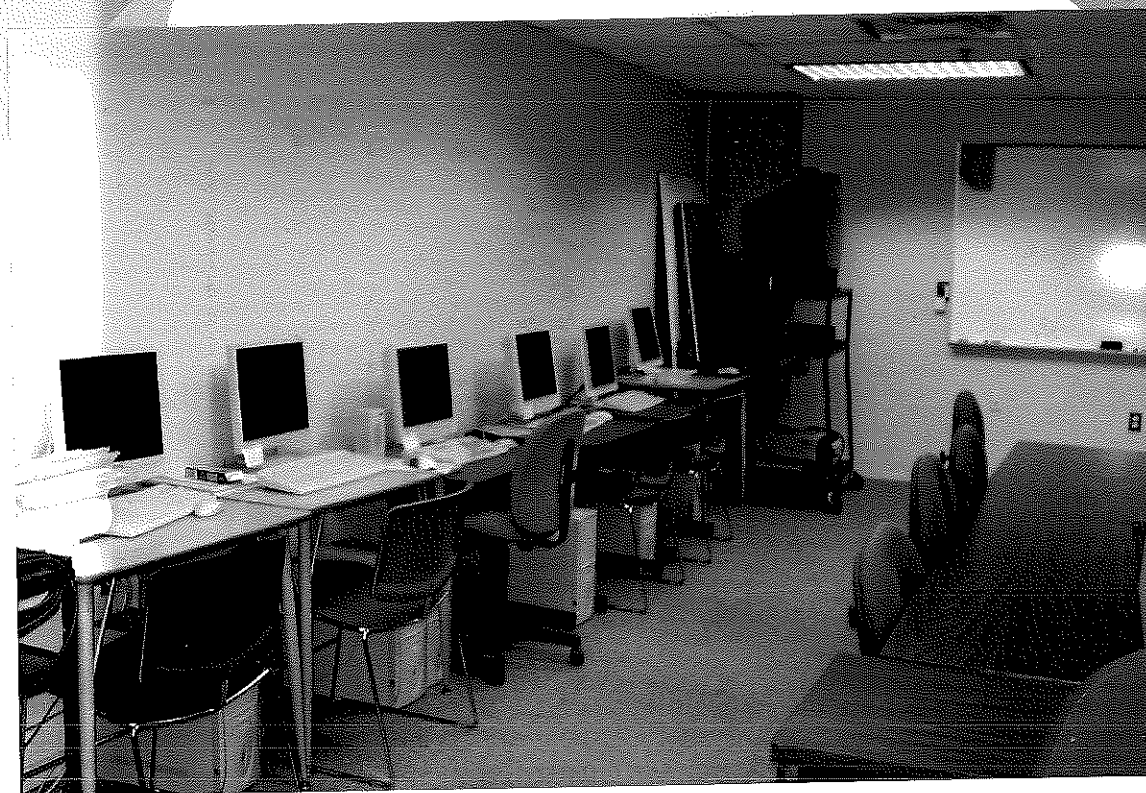
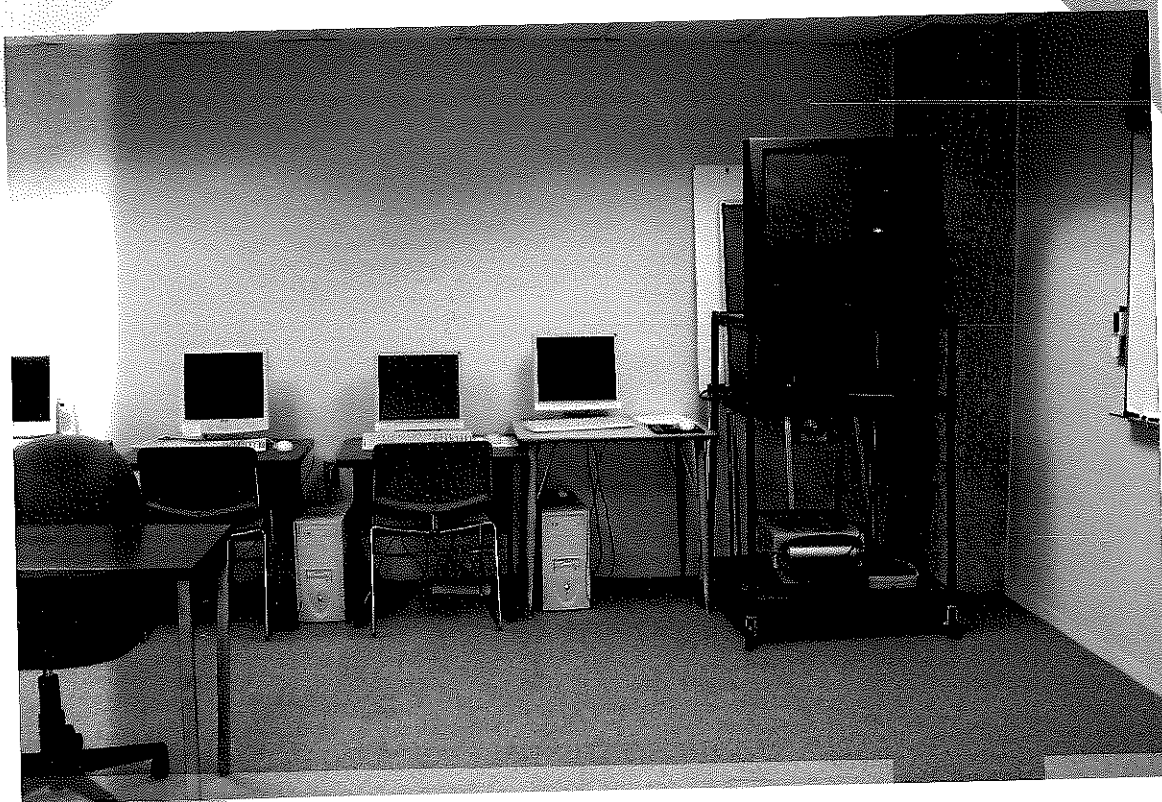


EXHIBIT 20 TWO TWO



EXISTING LRC-121

