

# Henry Ford College

## Application for Funding through the Technology Investment Fund

**Project Director: Ammie Helling**

**Date: 2/28/17**

**Department: Counseling/Inside Track**

**Division: Student Services**

1. Please describe your project as specifically as possible. Include, but do not limit yourself to, answers to these questions:

Below you will find the purpose, goals and objectives of the Inside Track program. The program is currently operating with outdated equipment. I am applying for the TIP grant to ask for new computers, a key card system, laptops and a computer software system to increase the efficiency of the program.

### **PURPOSE:**

The purpose of the Inside Track program is to promote student success and impact positively on retention. The peer-mentoring program provides academic and personal support for participating students during the challenging first year of college. Relationships are built by matching mentors and mentees through interviews, profiles, and mentor matching sessions.

### **GOALS:**

- To enrich the educational experience of mentees by pairing them with trained mentors;
- To ensure that mentees receive academic support as well as social support;
- To ensure that the program maximizes the opportunities for mentees to interact with trained mentors;
- To ensure that student success is promoted by encouraging mentees to invest themselves in higher education by using trained mentors to promote participant “self-investment”;
- To ensure that mentees successfully persist from semester to semester;

### **OBJECTIVES:**

- Mentees will be paired with a trained mentor who will demonstrate commitment, competence, and willingness to extend knowledge;
- Mentors will meet with their mentee for at least one hour a month
- Mentors will contact their mentee at least once a week via phone, email, text, or other based on the method of contact that is best between the mentor and mentee
- Mentors and mentees when possible will attend cultural activities, lectures, concerts, and other personally rewarding activities to enrich their college experience;
- Mentors will maintain a contact/activity log for each mentee to demonstrate required student contact hours

The Inside Track program has been functioning for the past six years with outdated equipment such as outdated computers, one telephone and no computer software system for tracking student's interactions. Without a tracking system, we have been using paper/pencil files, which has led to unaccounted data. With the assistance of the TIP funding, I know the Inside Track will benefit and allow the mentors to be much more effective with their time.

Attached you will find a bar graph of the number of students that were directly influenced by the Inside Track mentors. We had 281 mentees (new students attending HFC) and 18 student mentors (senior students that are paid to mentor mentees). Looking at retention, 281 students were registered for fall 2016 and 217 returned to HFC which is a 77.22% retention rate. We believe that with a mentor providing the above objectives to the mentees students return to take courses at HFC.

2. Please provide your project's budget. Address each of the questions, or meet each request, listed below.
  - What will be purchased (including model numbers, if appropriate), and what will it cost?
    - i. The request is to purchase:
      1. 5 desktop computers for student mentor use. The estimated cost for this is; \$5,000.00
      2. Key card system that would allow mentors access to inside track office; \$1500.00
      3. 2 Laptop computers for mentee incentives; \$1200.00
      4. Microsoft Dynamics Computer Software system;
        - a. Initial Set up: \$10,000.00
        - b. Monthly licensing fee is \$15 per user X 22 users=\$330/Month
          - i. Fall-Winter semester \$2,640.00
    - Where will funds for future maintenance needs, consumables, and such come from?
      1. The future funding for the computers will come from the institutional budget
      2. No additional funding will be needed
      3. Looking into working with the foundation to create a donation are from faculty to support the Inside Track program
      4. The licensing fee would come from the institutional budget
    - Rank your needs so that the Technology Investment Committee will have guidance should only partial funding be available to recommend.

All areas are very important, however, the highest need is the Microsoft Dynamics Software System. After that would be the desktop computers then the laptop computers. And finally, the key card system.

3. Regarding project location and equipment security, please address each of the questions, or meet each request, listed below.
  1. The computers would be purchased through our IT area. The computers would be installed in the Inside Track office, which is located in the library room 204. The room currently has 7 student stations with

2 new computers. The request for 5 additional computers will assist in the functioning of the program. The room is in a secure office that is locked.

2. The key card system would be installed by an outside vendor found by HFC campus safety. This would be installed outside the office in the library room 204.
3. The laptop computers would be purchased through HFC IT area. They would be stored in the coordinators office (library from 202) until they are given to the appropriate mentee that earned the incentive.
4. The CRM software program would be managed through Brian Zabroski.

4. How, specifically, will you determine the success or shortcomings of your project?

- If we are granted the above requests, I will be able to track the student's interactions with students at any time of the month. At the current time, the files are located in the inside track office, the student mentor may have the mentees folder, and I am unable to see the interactions between the mentor/mentee until the end of the month. At the end of each month, the mentors hand in a monthly report that show how many times they spoke or met with their respective mentees.
  - i. This delay in running a report can create inefficiencies in working with the mentee. If I notice when running the report that a mentor/mentee have not been communicating...it has already been 4 weeks. If I had the ability to run a report on a weekly basis, I could intercept the relationship on a timely manner. This is especially important when dealing with mentee issues such as financial aid. If a mentor referred a student to financial aid, I do not know this until the end of the month and then I follow up with the student. This can create problems if the mentee needed immediate assistance.
- The key card system would allow the student mentors to enter and exit the office at any given time that the library is open. Currently, the student mentors can only enter the office when I am on campus. Since I only work part-time with the Inside Track program, this can create problems with scheduling. I can determine the success by having more mentors working at any given time the library is open which would allow more freedom for the mentor/mentee.
- I would track the success of the laptop incentives by monitoring the attendance of mentees at meetings. At this time we do not offer any incentives and our numbers for group, meetings are low. Providing an incentive and encouraging students to attend knowing that they can receive a laptop at the end of the program may increase the number of students being served in the meetings/seminars.
- The additional computers purchased for the program will allow the mentors to document their students and work with their mentees on registration, fa, etc. in a more efficient manner.

