

**HENRY FORD COLLEGE**  
**Technology Investment Fund (TIF)**  
**Application for Funding**

This form and any attachments must be submitted electronically to the chairperson of the Technology Investment Committee by the published deadline date. (This application may be submitted as a document separate from the attachments.)

Please read the Outline of Approval Process and Expectations of Applicants/Project Directors on the last page, and check the box stating that you agree to the terms of the expectations.

<b>Date of Application:</b> September 24, 2019	<b>Strategic Planning Initiative ID #:</b> 1616
<b>Project Name:</b> Upgrade of Computers	<b>Total TIF Funds Requested:</b> \$23,776
<b>Project Director(s):</b> Wendie Lee-Jenkins	<b>Department/Division/School:</b> Counseling
<b>Summary of Project</b> <i>(Please limit to one paragraph.)</i>	
<p>The Counseling Division is operating with outdated equipment and technology. Presently the technology, which includes desktop computers, laptop computers, and printers are more than 12 to 15 years old. Students are not receiving quality service that can be provided by Counseling because of the limitation of outdated technology. We are requesting a TIF grant to provide state-of-the-art electronics; i.e., printers, desktop computers, laptop computers, and monitor.</p>	
<b>Detailed Description of Project</b>	
<p><b>Describe your project as specifically as possible.</b> What do you propose to do, and why do you propose to do this?</p> <p>Counseling A121 Classroom</p> <p>The Counseling Division's goal is to provide student services that promote student success and increase positive impact on retention. Updating technology in for A121 classroom will allow precise and expedient services. The Counseling Division is requesting 20 laptop computers.</p> <p>The updated laptops will allow student access to material and services for the classroom setting. The laptops available presently for students are outdated and unusable for courses and seminars offered by the Counseling Division. Not having laptops in classroom A121, students are not offered the opportunity to receive the full benefits of the course content.</p> <p>Career Resource Center (CRC)</p> <p>Twenty desktop computers will be placed in the Career Resource Center for students who are researching occupations using FOCUS 2 software or other career exploration applications and for students who are doing research for courses. Retention occurs in the classroom. The use of technology in the classroom instruction aids in increasing students' participation and retention.</p>	

The CRC is located in the Counseling office. Presently there are 14 computers in the CRC. There is sufficient space for an additional 6 computers. The present computers were installed in 2014.

The CRC serves as a place for students to explore their career paths and examine various occupations that are associated with their choice of major. Also, the Career Services Placement Office shares the CRC for resume development and job searches.

The CRC is open Mondays through Thursdays from 8 a.m. to 6 p.m. and Fridays from 8 a.m. to 6 p.m. and is located in the Counseling and Career Services areas.

#### Assisted Learning Services

Assisted Learning Services (ALS) will use the computers in the CRC and A121 classroom for nursing students' final exams for graduation. Nursing students' graduation exams are offered and managed by the state of Michigan and requires state-of-the-art technology.

#### Counseling Waiting Area for Students

Counseling office is requesting a monitor for the waiting area. The monitor will provide students with information specifically related to counseling activities such as waiting time, counseling-related services, etc.

### **Student Impact**

**How many unique students will be served each academic year (Fall through Summer) by your project?** The term "unique students" refers to unduplicated headcount. Provide detail (course numbers; titles; and enrollments, for example).

3000 - 3500 unique students use the CRC. In light of the number of students per our data, students from various academic programs will access and benefit from use of the computers.

### **Project Relevance to Technology Investment Committee Guidelines**

*(Address only those that apply.)*

#### **Explain how the project provides technology to multiple courses or programs.**

Not having laptops in classroom A121, students are not afforded the opportunity to receive the full benefits of the courses' content. Faculty can provide content-enriched presentations, and students can participate in online seminars in the classroom with new laptop computers.

Assisted Learning Services (ALS) will use the computers and laptops for nursing students' graduation testing.

Counseling and Student Outreach Services (SOS) will use both computers and laptops for workshops and seminars and offsite workshops.

The Counseling Division offers the following courses:

College Success - COLL 101

Human Potential Seminar - COUN 110

Advanced Human Potential Seminar - COUN 111

Stress Management - COUN 114

Assertiveness Training - COUN 115

Assertiveness in Daily Living - COUN 116

Assertiveness at Work – COUN 118  
Issues in Personal Growth – COUN 119  
Career Exploration – COUN 120  
Work Life Planning – COUN 125  
Job Interview Counseling – COUN 127  
Active Parenting – COUN 128

**Explain how the project introduces student access to technology where it has not been available.**

Students will be able to:

- \* Access computers to schedule appointments online
- \* Check in for appointments
- \* Use laptop computers in classroom for seminars, workshops, and classes
- \* Increase their technological skills
- \* Access technology when they do not have a computer or internet access at home

**Explain how the project promotes innovation.**

A training module will be developed for students who have not taken an online course or need assistance with taking an online course. Students will also receive assistance from a counselor.

**Explain how the project promotes curricular revision.**

The college plans include an increase in online course offerings. However, many students who desire to take an online course are unable to do so because of outdated computers or no access to computers and/or to the internet in their homes. CRC computers will allow the accessibility for those students. The Counseling Division offers three online courses: Coun 125, Coun 120, College 101. College 101 was recently added as a 50%-hybrid class. Several college departments increasingly are offering 100% online or hybrid courses for which students can use the computers in CRC for access.

**Explain how the project supports areas that have established themselves as leaders using technology.**

College expansion of online courses, training, and seminars

**Are you pursuing additional funding sources? If so, what are they?**

Not in the foreseeable future

**Project Budget**

**What will be purchased? (Include model numbers, if appropriate.) What is the cost? Include amounts that are committed from funds other than the Technology Investment Fund, and indicate the source of those other funds.**

Total: \$46,385.95  
See attached quote.

**From where will funds for future maintenance needs, consumables, and such come?**

The future funding for the computers will come from the institutional budget.

**Forward any support for your budget (quotes, for example) to the chairperson of the Technology Investment Committee, and indicate here what has been forwarded.**

See attached quote.

**Rank your needs so that the Technology Investment Committee will have guidance should only partial funding be available to recommend.**

All areas are essential. However, the needs rank as follows:

- 1 - Desktop Computers
- 2 - Laptops Computers
- 3 - Printers
- 4 - Monitor

**Project Location and Equipment Security**

**Describe specifically where items to be purchased will be located or installed. Forward to the chairperson of the Technology Investment Committee room-layout diagrams if appropriate.**

Electronics and technology will be located and/or installed in the Career Resources Center (CRC). Laptops will be located in Counseling's A121 classroom. The printers will be located in CRC and A121. The monitor will be located in Counseling Lobby.

A117 Counseling - CRC: 20 Desktops and Printers

Counseling Lobby: Monitor – 60 inch

A121 Counseling Classroom: 20 Laptops and Printers

**Indicate the status of any necessary approvals for using the space in which items will be located or installed.**

No necessary approval required for location and installation

**Who, specifically, will do the installation?**

Joe Zitnik, Director, Network and It Infrastructure. Requirements for software and/or network infrastructure modifications also discussed with Mr. Zitnik.

**How will equipment purchases be secured?**

Secured in Counseling offices and A121 (Safe for laptop computers in classroom is bolted to the floor).

**Have you discussed with the Executive Director of Facilities Services to determine what, if any, infrastructure modifications are required to support this project such as electrical upgrades, locks, etc.? What has been determined?**

Yes, contacted Sandro Silvestri earlier in 2019. Per Mr. Silvestri, his services are not required.

**Have you discussed with the Director of Network and IT Infrastructure to determine what, if any, software and/or network infrastructure modifications are required to support this project? What has been determined?**

Yes, contacted Mr. Joe Zitnik. He noted that there would be some network infrastructure required for printers.

### **Evaluation**

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

Evaluating the impact of the electronics, computers and printers based on the following:

- 1) Increased work productivity of servicing students
- 2) Increased number of students served
- 3) Reduction of wait time for students
- 4) Reduction of printing costs
- 5) Student feedback regarding new services provided
- 6) Increased technological skills of students (self- reported)
- 7) Student evaluation of technological status in CRC

## **TIF Funding: Outline of Approval Process and Expectations of Applicants/Project Directors**

1. Your project must be consistent with the description of the purpose of the Technology Investment Fund (See II.D.210 in the Faculty Organization Handbook.) and must have been submitted as part of your division's operational plan. Assuming that your project has not been funded otherwise (from general College funds or through Perkins funding, for example), you may complete and submit the application for TIF funding by the announced deadline.
2. A meeting will be scheduled for you to present your project to the Technology Investment Committee. You will be asked to give a short presentation and to take questions from Committee members about your project. The Committee will then meet to determine whether to recommend funding for your project. Please remember that even projects with great apparent merit may not be recommended for funding due to limited funds or other factors.
3. The recommendations of the Technology Investment Committee are forwarded to the President for consideration. Should your project be recommended by the Committee for funding and should the President concur with that recommendation, the funding request is placed before the Board of Trustees for consideration.
4. If your funding request is to be brought before the Board, the Technology Investment Committee Chair will notify you of the date of the Board meeting at which your request will be discussed. You or someone familiar with your project should plan to attend that meeting to answer any questions Board members may have.
5. The Board of Trustees will not actually vote whether to allocate funds for your project until the meeting following the meeting at which your project is discussed. The Board generally does not ask further questions about projects during the meeting in which it takes the vote. The Technology Investment Committee Chair will notify you of the outcome of the Board's vote.
6. Assuming that the Board votes to allocate funds to your project, you will work with the Office of Financial Services and Auxiliary Services and with Purchasing to use your funding to complete your project. (A copy of your proposal will be forwarded to the Purchasing Director.) You are responsible for coordinating the work to be done to complete your project including any tasks required during the Spring and Summer semesters.
7. During the third full semester (Fall or Winter semester) following the semester during which your funding is awarded, you will be asked to provide a written report evaluating your project and to present this report to the Technology Investment Committee.

I (We) have read the TIF Outline of Approval Process and Expectations of Applicants/Project Directors and do agree with the terms of the expectations.

Name(s): Wendie Lee-Jenkins

Date: September 27, 2019



34900 Plymouth Rd.  
Livonia, MI 48150

Phone: (734) 838-9700  
Fax: (734) 838-9767  
http://www.cantoncomputers.com

# Quote

**238248**

10/23/2019 12:00AM

Expires: 11/ 6/2019

Station: 11

Account: 14326 Code: 14326 By:  
W: 313 845-9769 F: 313 845-9802  
Terms: NET30 PO #: VERBAL  
Dave Saba

Page 1

Bill To:

**Joe Zitnik**  
**HFC - D&V / Accounts Payable**  
**5101 EVERGREEN RD (B7427/B7428)**  
**DEARBORN, MI 48128**

Ship To:

**Joe Zitnik**  
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**5101 EVERGREEN RD (B7427/B7428)**  
**DEARBORN, MI 48128**

SKU	Description	Quantity	Price	Discount	Total	T
PACKAGE	PACKAGE -----	20.00	889.00	0.00	17780.00	N
BX80684I79700K	CPU-INT CORE I7 9700K	20.00				Y
BXTS15A	FAN-CPU INT INTEL 1151 9TH GEN	20.00				Y
H310MPROVDHP	MB-SK1151 MSI H310M PRO-VDH PLUS	20.00				Y
CT8G4DFS8266	MEM-DDR4 8GB 2666	20.00				Y
SSD7CS900-240-RB	HD-SSD 240GB PNY	20.00				Y
MKNSSDBRKT2535	AD-HD SSD ADAPTER BRACKET	20.00				Y
DVD-IHAS124-14	OD-DVDRW SATA 24X LITEON	20.00				Y
CM-CMP-350-PS5	CS-MID CMASER ELITE 350 500W	20.00				Y
LBC	LB-SYSTEM ASSEMBLY (CORPORATE)	20.00				N
WIN10PRO64	SW-MS WINDOWS 10 PRO 64	20.00				Y
APB00001	KB-MS DESKTOP 600 W/MOUSE WIRED	20.00				Y
MP	AG-MOUSE PAD CANTON COMPUTERS	20.00				Y
PEX300WN2X2	NW-W-A-PCIE STARTECH N 300	20.00				Y
SUBTOTAL	-----	-----	-----	-----	17780.00	N
V276HLCBMJDP	MN-LED 27" ACER VGA/DVI/HDMI/DP	20.00	189.95	0.00	3799.00	N
SPECIALORDER	SO-SPECIAL ORDER ITEM	5.00	51.95	0.00	259.75	N
	HP DeskJet 1112 Printer (F5S23A)					
CC2209C-06	CB-USB PRINTER 6FT M/M	5.00	4.95	0.00	24.75	N
SPECIALORDER	SO-SPECIAL ORDER ITEM	20.00	8.50	0.00	170.00	N
	CYBER ACOUSTICS CVL- 1064RB DESKTOP MICROPHONE					
SPECIALORDER	SO-SPECIAL ORDER ITEM	20.00	23.50	0.00	470.00	N
	CYBER ACOUSTICS AC-840 USB HEADSET/MIC COMBO					
SPECIALORDER	SO-SPECIAL ORDER ITEM	20.00	899.95	0.00	17999.00	N
	Lenovo IdeaPad 720S (81CR00002US) with 15.6" Touchscreen, core i7-7700HQ, 16gb ram, 512gb ssd, Windows 10 Home, Nvidia GeForce GTX1050 Ti 4gb video card, 1 year warranty.					
SPECIALORDER	SO-SPECIAL ORDER ITEM	1.00	1079.95	0.00	1079.95	N
	60" VIZIO E60-E3 4K TV					
HD4-10M	CB-HDMI 10M M/M	1.00	22.50	0.00	22.50	N
	30FT					

*Next, separate submission*

*(Handwritten circles around total values: 17780.00, 3799.00, 259.75, 17999.00, 1079.95, 22.50)*



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**DEARBORN, MI 48128**

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SubTotal:	41,604.95
Exempt:	0.00
<b>TOTAL:</b>	<b>41,604.95</b>

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Canton Computers, 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 4pm | Sun 12pm to 4pm

Voice 734-838-9700 Fax 734-838-9767  
General Sales & Service <1>



21st Century - Chad (mother)  
Jacqueline (2)

Chad  
Jacqueline  
Raed  
Bryan  
Doris  
Stacy