

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.

Date of Application: 3/27/2019	Strategic Planning Initiative ID #: 1598
Project Name: Orientation Lab Computers	Total TIF Funds Requested: \$22,750
Project Director(s): Nikole Ford-Kondraciuk Kelly Baratono	Department/Division/School: Enrollment Services: Orientation and New Student Engagement
Summary of Project <i>(Please limit to one paragraph.)</i>	
<p>We propose to update 24 computers used for Student Orientation in the Welcome Center (W-114). Students use these computers during NSO:SOAR (New Student Orientation: Student Orientation, Advising, & Registration) sessions to explore HFC information and resources, register for classes using Student Planning, and print their schedule. Since orientation is one of the first impressions the college makes, we are hoping to upgrade technology to match other resources students use in the Welcome Center.</p>	
Detailed Description of Project	
<p>Describe your project as specifically as possible. What do you propose to do, and why do you propose to do this?</p> <p>Technology has taken a strong presence in preparing for a successful first day of classes at HFC. Students complete FAFSA, request transcripts, study for course placement, use the tuition calculator, familiarize themselves with the academic calendar, log into their Hawkmail, schedule classes, explore student activities, and more. Computer technology is one of our institutional learning outcomes, and it starts in the Welcome Center. There are great benefits with hosting Orientation in a computer lab with all of these resources at students' fingertips.</p> <p>Our current computers are 7 years old. To provide the best experience possible, we are seeking to offer students the latest technology. The Enrollment Labs (W-111, W-112, W-113) and Testing Lab received computer updates through TIF in past years. We are hoping upgrading the 24 student computers in the Orientation Lab can be the next technology project in the Welcome Center.</p>	

Student Impact

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

Over the 2018-2019 school year, 76 NSO:SOAR sessions oriented 1,397 students to HFC. In addition, more students completed online orientation in the lab. Since our office is located across from the testing area, other students utilize the computers to review information immediately before taking a test. The space is also used for events such as Admission Nights and Financial Aid and Scholarship Nights to help students apply or submit the scholarship application.

Project Relevance to Technology Investment Committee Guidelines (Address only those that apply.)

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

With the Orientation Lab's proximity to the testing area, students sometimes utilize the computers to review information immediately before taking a test. Students also log-in to view SAT or ACT scores in hopes of qualifying for a testing waiver. During peak times, the orientation lab has been used as additional space to offer group advising.

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

This project helps us introduce new technology to students. With our current technology now 7 years old, the new computers will increase student access to the latest technology.

Explain how the project promotes innovation.

The Enrollment Services and Orientation lab model is innovative, and the computer technology is a major part of that innovation. Students learn hands on during our Orientation sessions and have access to use the technology on their own in the Orientation lab as needed or to complete online orientation. We are innovative in the amount of technology we use in front-line student service. Our Orientation program includes hands-on work where students actually get to walk through their student portal during the session; we guide them to important parts of the HFC Website including the academic calendar and support service websites. We have interactive teaching and learning games during the session that include a round of Kahoot, allowing us to measure the learning that is taking place during a session and to save data to compare for future sessions. Without the computer technology, we would not be able to offer the hands-on learning component during Orientation.

Explain how the project promotes curricular revision.

The orientation office is always looking for new ways to engage students. During NSO:SOAR, students use the tuition calculator at hfcc.edu to estimate cost before registering for classes, complete the Student Activities Club Interest Form, and compete in an online game of Kahoot! to reinforce important information. The Orientation office also participates in co-curricular assessment and has completed research to measure student learning during Orientation. Feedback from this process is always used to improve our offerings. Without the computers we couldn't teach hands on and measure each student's understanding of what we are teaching.

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

It allows us to stay relevant and innovative in the field of enrollment services one-stop centers. As mentioned above, our front-line services are innovative due to the amount of technology we have available as we assist students and teach them while we explain processes.

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

Not at this time; but with past TIF requests, it was recommended that we work this into a departmental budget for the future. That is something we plan to discuss with those in charge of finance and budget.

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.

We propose to purchase the following:
26 All-in-one PCs \$875/ea = \$22,750 (two computers for back up)

Dell Optiplex 3050 All-In-One PC

- Intel Core i5-7500T (Quad Core, 6MB, 4T, 2.7GHz, 35W)
- 19.5" HDPlus Touch Display with Integrated Camera
- 8GB (1x8GB) 2400MHz DDR4 memory
- Integrated Intel Graphics
- 8x DVD +/- RW Optical Disk Drive
- 256GB SATA Class 20 SSD
- Dell Keyboard and Optical Mouse
- Microsoft Windows 10 Professional 64-bit OS
- 3-Year Dell Next-Business Day Onsite Warranty

Where will funds for future maintenance needs, consumables, and such come from?

The funds for future maintenance will come from the Enrollment Services 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.

Attached is quote from Access Interactive for 24 Dell Optiplex 3050 All-In-One PCs.

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

We are asking for one item: to upgrade the 24 All-In-One PCs at \$875/ea (\$21,000) with an additional 2 for back up.

This is part 3 of a 3-step computer upgrade process for the Welcome Center.

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.

The items to be purchased would be located and installed in the Welcome Center first floor Orientation Lab, Room W-114

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

The space is currently assigned to Enrollment Services and would not need special approvals.

Who, specifically, will do the installation?

Direct installation schedule and help to re-arrange furniture if needed.

Computer installation: IT Services: Rick Hatala / Facilities: Jim Pigott

How will equipment purchases be secured?

Equipment purchases will be secured in the same method our existing equipment is secured with tie downs under each of our desks.

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?

No, Enrollment Services has done this two other times in the Welcome Center. We are replacing existing, aging technology to keep up with student expectations.

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?

The recommendation on the type of computer was made by Rick Hatala. These machines have the same specs as the rest of the new multi-lab and testing lab machines and should include an SSD hard drive.

Evaluation

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

We will utilize student survey data of students who attend New Student Orientation to determine if our new technology is effective. Our survey can be adjusted to include a question about the new lab technology. This will help us better understand the needs of our students for future improvement opportunities.

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): Nikole Ford-Kondraciuk, Kelly Baratono

Date: 3/27/19



Access - Interactive
 46635 Magellan Drive, Novi, Michigan 48377
 248-567-3027 | fax: 248-869-6004

QUOTE: 1019220311
 Prepared by Bill Fedak
 March 22nd, 2019

Welcome Center PCs

Dell Optiplex 3050 All-In-One PC



Henry Ford College
 Attention: Rick Hatala

Qty	Description	Price Ea.	Extended
24	Dell Optiplex 3050 All-In-One PC <ul style="list-style-type: none"> • Intel Core i5-7500T (Quad Core, 6MB, 4T, 2.7GHz, 35W) • 19.5" HDPlus Touch Display with Integrated Camera • 8GB (1x8GB) 2400MHz DDR4 memory • Integrated Intel Graphics • 8x DVD +/- RW Optical Disk Drive • 256GB SATA Class 20 SSD • Dell Keyboard and Optical Mouse • Microsoft Windows 10 Professional 64-bit OS • 3-Year Dell Next-Business Day Onsite Warranty 	\$875.00	\$21,000.00
	Upgrade from 256GB SSD to 512GB SSD - add \$115.00 per system		
	Shipping and handling (included)		
		TOTAL:	\$21,000.00

To order, please fax your purchase order to 248-869-6004 or email bfedak@systeme.com. Thank you!