



**Henry Ford College**  
**Technology Investment Fund**  
**Progress Summary**

NAME OF PROJECT DIRECTOR		DEPARTMENT/DIVISION
Adam L. Cloutier, TIF 557, \$68,870.00		Instructional Technology / Teaching & Learning Services
CURRENT DATE	SEMESTER GRANT AWARDED	PROGRESS REPORT STATUS
2/15/16	2014 Spring	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final
<b>PROJECT DESCRIPTION:</b> <i>A brief summary of the project.</i>		
To upgrade technologies in the Learning Lab (data switch), Fine Arts building (Fiber optic) and F-110 classroom (AV & electrical work), and Library Media Center (34 computers).		
<b>ITEMS PURCHASED:</b> <i>Please indicate how you spent the funds allocated to you. Where are items purchased currently being used? (Attach separate sheet if necessary.)</i>		
<ol style="list-style-type: none"> <li>1. Learning Lab Data Switch \$8,740.00 (V0537223)</li> <li>2. Fiber Optics for Fine Arts Building \$5,270.00 (V0537556)</li> <li>3. 34 Dell OptiPlex 7020 Computers \$27,803.16 (V0538106)</li> <li>4. 34 19" Flat Panel Displays \$3,298.68 (V0538145)</li> <li>5. BMS adjustments and monitor security \$1,196.00 (V0538384)</li> <li>6. F-110 Technology Upgrade: Electrical \$3,548.00 (V0547189)</li> <li>7. F-110 Technology Upgrade: Projector, cables, screen \$4,831.75 (BO005319)</li> </ol> <p>Total Spent: \$54,687.59</p>		
<b>OUTCOMES EXPECTED:</b> <i>What were the outcomes/goals expected from the project as listed in your original proposal?</i>		
<ol style="list-style-type: none"> <li>1. Updated Data Switch to improve computer performance in the Learning Lab.</li> <li>2. Updated infrastructure to improve computer usage in the Fine Arts building.</li> <li>3. Improved Media Center computer usage due to newer/faster computers.</li> <li>4. Improved learning environment due to updated instructional technology in F-110.</li> </ol>		

**PROJECT EVALUATION:** *Please summarize how the project was evaluated and the result of that evaluation. What evidence do you have that the outcomes/goals were or were not met? Please include data collected--questionnaire results, etc. Were there any benefits you may not have expected? Any liabilities? Please share any strength and weakness of the proposed project--your honesty will be of help to others.*

**Evaluation:**

The project was evaluated by a successful installation of the technologies that were purchased and installed. Instructors are using the technology in F-110, students are using the computers in the Media Center (resulting in less complaints), and computer performance in the Learning Lab has improved (resulting in less complaints).

**Unexpected benefits:**

1. Instructors in other areas are now asking for additional projectors/LCD displays for their classrooms and instructional areas.
2. Lessons Learned: A Cloutier learned that when working with several accounts/awards:
  - a. Plan accounts, amounts, and details (for all projects) before putting in requisitions.
  - b. Carefully read invoices when they arrive to ensure they fall within the right accounts.

**Strengths:**

1. Many departments worked in unison to obtain excellent final products (facilities, IT Services, Audio Visual, etc.).

**Weaknesses:**

1. Requisitions that did not qualify were categorized into this TIF project. This was due to the fact that several projects were in progress during this time (Operational Plan monies, TLS account monies, Perkins monies, and two separate TIF awards). As a result, the Director of TLS mistakenly put categorized requisitions into the wrong account.
2. Due to a misunderstanding about what the TIF award was awarded for, the Director of TLS put additional technologies into this group, which resulted in extra expenditures from this account. As a result, the Director of TLS is seeking an approval for these additional funds, or will transfer TLS 1105 funds to cover the difference.

## Expenditures:

Date	Amount	Voucher	Initially	Final	Should be	Vendor	Work
12/16/2014	\$8,740.00	V0537223	557	1105	557	Sentinel Technologies	Learning Lab Data Switch
12/23/2014	\$5,270.00	V0537556	557	58	557	Enertron	Fiber Optic
1/13/2015	\$27,803.16	V0538106	557	58	557	Systime Inc.	34 Media Center Computers
1/13/2015	\$3,298.68	V0538145	557	1105	557	Systime Inc.	34 Media Center Computer Monitors
1/20/2014	\$1,196.00	V0538384	557	58	557	BMS	34 Security kits and adjustments
2/17/2015	\$3,548.00	V0547189	557	58	557	Simon Electric	F-110 electrical work
5/7/2015	\$4,831.75	BO005319	557	1105	557	Tekin	F-110 AV
12/31/2014	\$837.00	V0537581	557	1105	1105	Sentinel Technologies	Wireless Access Point
2/13/2015	\$400.00	V0547033	557	58	1105	Enertron	2 data drops, Tech Building
2/16/2015	\$250.00	V0547112	557	58	1105	Enertron	1 data drop, Tech Building
2/17/2015	\$4,285.00	V0547190	557	58	1105	Simon Electric	E-167, E-180 electrical work
2/17/2015	\$5,015.00	V0547191	557	58	1105	Simon Electric	E-131, 156, 176 electrical work
2/17/2015	\$3,350.00	V0547192	557	58	1105	Simon Electric	E-126, 127 electrical work
2/17/2015	\$3,225.00	V0547193	557	58	1105	Simon Electric	E-175, 184 electrical work
3/17/2015	\$6,848.14	V0549984	557	58	1105	Lincoln Office Solutions	E-160, E-167 instructor stations
3/31/2015	\$4,000.00	V0552364	557	58	1105	Simon Electric	E-238, 234 electrical
3/31/2015	\$1,400.00	V0553197	557	58	1105	Enertron	E-126, 127, 131, 156, 160, 167, 236
4/13/2015	\$625.00	V0553476	557	58	1105	BMS	Plate removal, E176

Total award: \$68,870.00

Total Spent (557): \$84,922.73

Reason: A. Cloutier categorized REQs in the wrong account.

## Action:

- 1) Vouchers shifted to balance 557 TIF account.
- 2) Result: Vouchers moved into the wrong accounts.
- 3) Summary:
  - a. New 557 balance: \$67,215.30

- b. Amount applicable to TIF award: \$54,687.59
- c. Incorrectly allocated: \$12,527.71, should be in 1105.
- d. Some vouchers shifted to 1105 that should have stayed in 557.

Request: Since 557 is closed out:

- 1) Further shifts cannot be made.
- 2) Funding Request: I request that TIF consider approval today that the scope of 557 was to do as requested, and approve the additional charges in 557 from the work needed to compliment Perkins Technology Upgrades: \$12,527.71
- 3) If #2 is not approved, \$12,527.71 should be shifted from the TLS 1105 account.