

**HENRY FORD COLLEGE  
BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
April 15, 2024**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, April 15, 2024, at the MacKenzie Fine Arts Center in the Sisson Gallery at 7:01 p.m. by Chair Berry.

**ROLL CALL**

On roll call, the following were present: Trustees Patrick D'Ambrosio, Adel Mozip, Mary Petlichkoff, James Thorpe, Irene Watts, and Chair Hussein Berry. Trustee Roxanne McDonald was absent. There being a quorum, the meeting was declared in session.

**II. APPROVAL OF MINUTES**

Motion offered by Trustee D'Ambrosio, supported by Trustee Petlichkoff, passed with a unanimous vote attached that the following Minutes be approved:

- Regular Board of Trustees Meeting – March 18, 2024
- Board of Trustees Policy Committee Meeting – March 18, 2024
- Board of Trustees Building & Site Committee Meeting – April 1, 2024

**III. STUDENT PRESENTATION**

Steve Glazer, Faculty Chair of the Fine and Performing Arts, thanked the Board for approving the renovation of the Sisson Gallery. He discussed how HFC stands out from other colleges and is the envy of other community college art programs in the area. We have transfer agreements for our Studio Art programs with both Eastern Michigan University and Wayne State University. We are also working on an agreement with the College for Creative Studies. Our Graphic Design program also has agreements with the College for Creative Studies and Lawrence Technical Institute.

Vicki Shepherd, Graphic Design instructor, stated that a good number of our students transfer to Wayne State University. The others go on to freelance or secure a career in their field of study. We are typically a career program. This explains some of our transfer agreements. We have had 27 students graduate for the last three years in a row. This is an increase after experiencing the

pandemic. Vicki also announced that tomorrow, all the existing artwork in the Sisson Gallery will be taken down and will be replaced with artwork done by our graduating Art & Design students. This will be done in preparation for their art show which starts on Monday, April 22 and will be on display for one week.

Graphic Design student Meghan Muzzin presented her displayed artwork. After graduating from Allen Park High School, Meghan went to WSU then stopped out. After working for a while, Meghan came to HFC. Meghan likes that HFC is a smaller school than the university and provides her with more assistance from her instructors. Meghan thanked Vicki Shepherd and Steve Glazer for their guidance and support. Meghan is graduating this year and plans to go back to WSU in the fall. Meghan will continue working at a print shop and also plans to do some freelance work.

Jasmin Orosco, Arts major, grew up in southwest Detroit. She went to Western Genesee High School. While in high school, Jasmin was in a program titled SWAN. Within that program she met an instructor who went to CCS. This instructor talked to Jasmin about the programs at HFC. This was one of the reasons Jasmin considered attending HFC. Growing up, Jasmin has always been interested in Art. She was inspired by her artistic uncle to further her education after high school. Jasmin likes the quality of instructors at HFC. Steve Glazer has given her the time she needs to develop her skills. Jasmin plans to attend the College for Creative Studies after graduating from HFC.

Studio Art major, Sadie Ziembowicz graduated from Annapolis High School in 2021. While she was there, Sadie served as a member of the Community and Cultural Relations Commission for Dearborn Heights. She was also a member of the Teen Arts Council at the Detroit Institute of Arts. HFC was her first pick of schools due to its affordability and proximity to home. Sadie was aware HFC had a good program that had articulation agreements with four-year schools nearby. This was exactly what she was looking for. Sadie has had a good experience at HFC. She appreciates that Steve Glazer makes himself available to students. Sadie was able to learn a lot of techniques and was supported in her studies. Sadie took first place in the Detroit Society of Women Painters and Sculptors. She plans to attend EMU after graduating from HFC in May.

#### **IV. PRESIDENT'S ITEMS**

- Welcomed everyone to the newly renovated Sisson Gallery. Thanked Steve Glazer and Vice President Nealon for their persistence and all they did in getting the gallery renovated. Steve plans to bring more student and professional art to the Gallery.
- Commended Steve Glazer and Vicki Shepherd on the product of education they bring to Henry Ford College.
- Thanked Vice President Nealon for achieving a Learn4ward transfer agreement with Eastern Michigan University.



## VI. ACTION ITEMS

### A. Citizen Participation

Steve Glazer, representing the HFC Fine & Performing Arts spoke about the HFC permanent art collection on campus. The framed art pieces, hung in various buildings on campus, are part of this collection. These pieces were purchased from the 1960's through the 1980's. In the Mackenzie Fine Arts building, we have three pieces by professional artist Kathe Kollwitz. Two pieces are "restricks" done posthumously. We also have an original, signed piece by Kathe Kollwitz. Steve distributed information of a review of an exhibition of modern art in New York that is displaying Kathe Kollwitz artwork now. Other pieces on campus are done by major artists as well with some being quite valuable.

### B. Special Consideration of an Action Item

None

### C. Action to Approve Action Items

Motion to approve action items numbered 1-5 offered by Trustee Petlichkoff, supported by Trustee Thorpe, passed with a unanimous vote attached.

## BIDS AND CONTRACTS

1. Apple iMac Computer Systems – Board Report #4738  
Vice President Satkowski

Move to approve a contract award to Apple, Inc. for \$43,779.80 for the purchase of (20) Apple iMac 24-inch Computers with Pro Apps Bundle for Education software requested by the Music department, in accordance with Proposal #2111606945 dated March 14, 2024.

2. Steelcase Furniture – Board Report #4739  
Vice President Satkowski

Move to approve a contract award to NBS Commercial Interiors for \$32,537.64 for the purchase and installation of Steelcase furniture requested by the faculty of the School of Business, Entrepreneurship, and Professional Development (BEPD), in accordance with Quote # 367592 dated March 18, 2024.

3. Chromebooks and Data Plans – Board Report #4740  
Vice President Satkowski

Move to approve a contract award totaling \$86,700.00 to T-Mobile For Government for (300) Acer 511 LTE Chromebook Laptops and associated

Data Plans for internet connectivity, as requested by the Office of Academic Affairs in accordance with T-Mobile quote dated April 1, 2024.

4. Chromebooks and Data Plans – Board Report #4740  
Vice President Satkowski

Move to approve a contract award to D & S Contractors for \$34,179.00 for the Imaging Technology (Radiography) Laboratory Renovation project, as requested by Facility Services in accordance with the specifications of Sealed Bid #23079.

## **BOARD-ADMINISTRATIVE SERVICES**

5. Board of Trustee Policy Updates  
Chair Mozip

Background information: On March 18, 2024, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the following policies:

- Policy 3400 – Insurance
- Policy 3450 – Safekeeping of Funds
- Policy 2250 – Investment Income
- Policy 6550 – Health & Safety
- Pregnancy Workers Fairness Act (PWFA)

Recommended for Recission

- Policy 3500 – Joint Self-Insurance Pool (combined with Insurance Policy)
- Policy 3300 – Control of Chronic Communicable Diseases and Blood Borne Pathogens (combined with Health and Safety Standards)
- Policy 3350 – General Safety Procedures (combined with Health and Safety Standards)
- Policy 6400 – Universal Precautions (combined with Health and Safety Standards)
- Policy 6450 Control of Blood Borne Pathogens (combined with Health and Safety Standards)
- Policy 2600 – Petty Cash (no longer needed)
- Policy 2950 Funds for Advertising and Promotion (included in the Purchasing Policy)
- Policy 3600 – Circulation of Periodicals (obsolete)

Recommended action: Move to approve the changes to the following policies:

- Policy 3400 – Insurance

- Policy 3450 – Safekeeping of Funds
- Policy 2250 – Investment Income
- Policy 6550 – Health & Safety
- Pregnancy Workers Fairness Act (PWFA)

Recommended for Recission

- Policy 3500 – Joint Self-Insurance Pool (combined with Insurance Policy)
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## **VII. BOARD OF TRUSTEES BUSINESS**

### **A. Acknowledgements of Correspondence**

Trustee Petlichkoff stated Board members received a letter from Dr. Rader, Local 1650 President.

### **B. Board Committee Reports**

Trustee Mozip reported that the Policy Committee met prior to this meeting. They reviewed some minor changes to the Degrees Policy, Intercollegiate Athletics Policy as well as the Borrowing Policy. They had a lengthy discussion on the Purchasing Policy and the revised approval levels. They will discuss further at the next meeting. Also reviewed the process in which Board Trustees would be signing off on the Annual Disclosure. This does not need Board approval.

Trustee Petlichkoff reported that the Building & Site Committee met in April to discuss the new SEMSSC building and processes. They reviewed the timeline of how this will progress and what we can anticipate. Currently, an RFP went out to architect firms, and we have had a very good response. This will move forward. There are a lot of moving parts for the architects to consider. This is a very important first step in proceeding with all the changes on campus. We

also discussed how we would keep everyone informed and up to date about the timeline. We know there are a lot of employees on campus wondering how they will be impacted with this project. You will likely see a variety of emails, website information and possibly campus signage alerting people. The Building & Site Committee will meet again in June to review the status of the RFPs submitted by the architects before the final decision is made. We are going to rely on the expertise of our Administration through the selection process. Trustee Petlichkoff asked Board members how they want to be kept informed, as not everything is going to require the full Board's input at this time. If you have questions about the hiring process or how vetting is done, does the Board want to be informed by email, with any plans that are sent to the Committee, or do you just want a summary after the Committee meets in June? By that time Administration will be ready to select an architect firm. How do you want to be included in the conversation? Trustee Berry stated a summary will suffice. Board members agreed a summary will be fine. If they have questions, they will contact Trustee Petlichkoff as the Chair of the Committee.

When Administration is ready to deliver the determination of the architectural firm they are going to hire, we may bring this to a P-12 Board meeting as we do not meet at the College in July, and we are anxious to get this process moving as soon as possible. Trustee Petlichkoff stated this is why she wants to keep everyone updated. Also, we don't yet have a calendar for the P-12 meeting, so we can't yet set a date for when this meeting will take place. Though we don't generally like to do College business at a P-12 meeting and vice versa, due to this being time sensitive, we may do the final vote at the July P-12 meeting.

#### C. Requests for Information and/or Future Agenda Items

President Kavalhuna stated the Board asked for a report from Administration regarding the number of students coming from each of the top ten feeder high schools as well as students coming from those schools needing support because they were not quite college ready for the courses in which they wanted to enroll. President Kavalhuna did report out to the Board via email some of the answers to those questions, but the second question, which used to be called Developmental Ed, was one that we should continue to think about how he should respond to this request for information. The email he sent to the Trustees, notes that we no longer have the same system at HFC for students who are not college ready. President Kavalhuna will be working with Chair Berry about how to deal with this second question. President Kavalhuna informed the Board that Vice President Holly Diamond, Vice President Michael Nealon, Vice President Lori Gonko and their teams were helpful in getting the information he has shared with the Board.

#### D. Board Member Commentary

Trustee Thorpe stated the Collage Concert was a wonderful event and everyone did a great job. He also wished students and staff good luck with finals.

Trustee Petlichkoff thanked Vice President Reginald Best for the Scholarship Breakfast to which they were all invited to celebrate our scholarship students. It was a very moving, emotional, and rewarding event. This is another example of why we are here and do what we do. The students who were selected to speak were very moving in their story telling.

## **VII. FUTURE MEETING DATES**

- A. Monday, May 13, 2024, **P-12** Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, May 20, 2024, **HFC** Board of Trustees Policy Committee Meeting, 6:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- C. Monday, May 20, 2024, **HFC** Board of Trustees Meeting, 7:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room.

## **VIII. ADJOURNMENT**

Motion by Chair Berry was unanimously approved by those members present that the meeting be adjourned at 7:58 p.m.

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Irene Watts, Secretary

