

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
OCTOBER 20, 2014**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, October 20, 2014, at the Henry Ford College Administrative Services and Conference Center at 7:02 p.m. by Chair Berry.

ROLL CALL

On roll call, the following were present: Trustees Adams (phone), Guido, Lane, McDonald, Schoelles, Schoolmaster and Chair Berry. There being a quorum, the meeting was declared in session.

II. APPROVAL OF MINUTES

Resolution offered by Trustee Schoolmaster and supported by Trustee Adams was adopted with unanimous approval attached that the following minutes of the Board of Trustees be approved:

Regular Meeting – September 15, 2014

III. RECOGNITION AND ACKNOWLEDGEMENTS

Halimah Allatumah, HFC second year student majoring in Surgical Technology and editor-in-chief of HFC the *Mirror News*, recognized the following:

- Abdullah Ali Baadani and Hassen Ali Baadani were honored by Dearborn Fire Chief Murray, Mayor O'Reilly and the Dearborn City Council on October 7, 2014, for saving the life of a Dearborn resident following a gas explosion at his home in Dearborn.
- HFC student, Zainab Aljibory of Dearborn, won the Michigan Community College Association (MCCA) "You've Got This" social media campaign contest. She was awarded \$3,000 toward her tuition.
- HFC's mobile and website performances, when measured with other sites, rated sixth highest in mobile response time out of fifty sites and first in web response time out of twenty-three sites.
- HFC joined the Community College International Consortium with the University of Toledo and higher vocational education colleges in China. The partner institutions will work to create articulation agreements and joint degree programs that allow Chinese students to obtain a diploma from a sister college in China, an associate degree from HFC and a bachelor degree from the University of Toledo.

- HFC earned selection in the 2015 Military Friendly Schools list by Victory Media for the third year in a row. HFC is in the top fifteen percent of colleges, universities and trade schools nationwide that work to ensure the educational success of military service members and their families.
- Student Affairs is hosting its first annual “Pink Out” to promote breast cancer awareness and the Fight for the Cure on Friday, October 24. Employees are encouraged to wear something pink, send a card or note with words of support to a hero who is fighting or has beaten breast cancer and decorate their office space.

IV. PRESIDENT’S ITEMS

A. Michigan Matters

A taping of Dr. Jensen’s appearance on Michigan Matters on Sunday, September 28, 2014, was aired. Dr. Jensen spoke on a number of positive developments at HFC. Michigan Matters is a program hosted by Emmy Award-Winning Reporter Carol Cain.

V. SPECIAL REPORTS

A. HFC 2013-2014 Audit – Board Report #4095 – Vice President Satkowski

Vice President Satkowski introduced Michael Schrage and Dana Coomes from Plante Moran who presented audit highlights for fiscal year ending June 30, 2014. Mr. Schrage and Ms. Coomes met with the Board of Trustees Audit Committee last week and went over the audit results in detail. Mr. Schrage reported that no material weaknesses were found. He stated that he was very pleased to see the \$11.5 million “turnaround of the century” especially when considering the financial crisis experienced by the College within the last two years. He commended the Board, Dr. Jensen and his administration on this achievement and also in moving the College forward at the same time. He did add that there is still a lot of work ahead to get the College back to where the auditors would like us to be, however, he feels good about the five year plan and framework in place to see this happen.

Trustee Adams thanked Mr. Schrage for his comments, noting that the Board went through some pretty grim times and also thanked Dr. Jensen for his leadership, never expecting to be where we are.

Trustee Schoelles also thanked staff, faculty, adjuncts and students who through the leadership of Dr. Jensen and his administration got us to this point so quick.

Trustee Lane reminded the Board that personnel would be changing. This is still a very serious situation and we need to be vigilant for the present and in the future as this situation occurred very suddenly.

B. Technology Investment Fund – Board Report #4096 – Vice President Satkowski

Listed below are summaries for two projects recommended for funding by the Technology Investment Committee (TIC). The listing of projects does not indicate any order of ranking or other method of prioritizing requests.

Project Director Division/Department	Nature of Request	Approved Funding
Sandro Silvestri Information Technology Services	Purchase of software and installation services required to upgrade the phone system and college network to provide increased level of service to the college community. (Infrastructure Fund)	\$115,000
Adam Cloutier Teaching & Learning Support Services	Purchase of data projectors, computers, a fiber-optics line, and related miscellaneous items to update the Media Center, Learning Lab, Fine Arts Building, and two Liberal Arts classrooms. (Technology Investment Fund)	\$67,160
	Total Funds	\$182,160

The Technology Investment Committee held an open meeting on September 26, 2014 to hear presentations from divisions/departments requesting funds. The committee recommended the two proposals for funding. The two projects have also been reviewed by College administration which offers its support. The total value of the two TIF projects for which the committee is recommending is \$182,160.

Vice President Satkowski introduced Scott Barnett, TIC Chairman, who reported that the funds were collected from a \$2 technology fee paid by each student per credit hour. Twenty-five percent of the fund is allocated for infrastructure projects.

Trustee Schoolmaster stated that he thought the fund is to be used for items that are supplemental in nature as opposed to general funding items that the College would provide. Vice President Satkowski responded that there is a line item in the budget for equipment and equipment replacement, as well as additional funds in the plant fund to deal with infrastructure funding, so yes, this is supplemental. Board discussion ensued as to how the funds were intended to be used.

Trustee Adams inquired as to how long before the technology for the phone upgrade project would be outdated. Mr. Sandro Silvestri responded that the life of the technology would be three to five years.

Trustee Guido requested that we take a good hard look at TIF funds to see if we need to redefine the use of the funds to enhance the learning experience for students. Trustee Schoelles agreed with Trustee Guido and stated that perhaps it was time to revisit the mission of the funds in order for the Board and the College to align their understanding of the use of the funds.

Vice President Pierner informed the Board that a five-year technology plan which is three tiered, third tier would be a fully equipped classroom with lecture-capture technology; second tier would be a classroom with SMART technology and the third tier would be a classroom with an instructor station only. This plan impacts every student and without supplemental TIF funding it would take even longer than five years just to get to 2014 classroom technology standards. He added that a ten-year furniture replacement plan is also in place which has a \$375,000 yearly budget allotment.

Camp Henry – Summer Camps at Henry Ford College M-TEC – Board Report #4097
– Vice President Pierner

During summer 2014, Henry Ford College M-TEC presented Camp Henry, a series of three summer camps targeted toward middle and high school aged students. The camps had two main goals: 1) to spark the interest in STEM (science, technology, engineering and math) careers and 2) to build a pipeline for these programs at the College while providing a community service. Ms. Elizabeth (Libbie) Lamott Rutherford, Manager of Collegiate Partnerships, coordinated these efforts.

What STEMs from Here?

This camp was realized through a grant awarded to the College from the Nuts, Bolts & Thingamajigs Foundation in partnership with Kelly Services and the Jalen Rose Academy. Ten 16-17 year old students from the Jalen Rose Academy were on campus and at M-TEC July 7-11, 2014. Henry Ford College Industrial Technology instructors Mr. Roger Weekes and Mr. Troy Mariotti took the cohort through design and engineering fundamentals, manufacturing, robotics and entrepreneurship. The activities included field trips to the Ford Rouge Plant in Dearborn, MI and Clips and Clamps in Plymouth, MI.

It's in the Genes: Unraveling DNA's Secrets

Targeted to middle school aged girls, eighteen girls including four high-school mentors participated from July 29-31, 2014. Dr. Cheryl Garret and Ms. Christy Ward from HFC's Math and Science Division designed and delivered the curriculum which included work around the roles of DNA in genetics, health and disease, biotechnology and forensics. Lab and field work were highlights of the camp.

Project Lead the Way (PLTW) Camp

PLTW Camp was a partnership between Henry Ford College and Project Lead the Way. PLTW instructor, Jennifer Gleason of the Advanced Technology Academy in Dearborn, lead ten 9-13 year olds at M-TEC from August 11-15, 2014. This cohort participated in a rigorous STEM workshop including problem-solving challenges, the design process, computer-aided design, basic computer programming and robotics.

Vice President Pierner introduced Ms. Elizabeth Lamott Rutherford who gave an overview of each of the summer camps held at M-TEC. Dr. Cheryl Garrett presented on the feel of what the It's in the Genes: Unraveling DNA's Secrets Camp was like which she along with Ms. Christy Ward led. She also included an alumni video with testimonials from the campers and mentors.

Trustee Schoelles inquired how the students were selected. Dr. Garrett responded that due to this first pilot camp was being planned so late in the school year it was difficult to find students who could participate. She has a contact with a Livonia gifted program for girls who helped her recruit campers. Future camps will be targeted towards Dearborn students.

C. Tenurgy Utilities Audit – Board Report #4098 – Vice President Satkowski

Vice President Satkowski reported that over the last six months utilities, waste disposal, etc. were looked at to see if savings could be found. Mike Harrington from Tenurgy presented on what was found during the audit which included \$95,000 per

year savings based on rate adjustments. Fees recovered totaled \$19,600. One main issue which remains unresolved is with AT&T and their rate of \$.025 per minute for toll-free long distance calls in a contract negotiated in 2008 and renewed in 2012 never being put into effect. Subsequently, we were charged in the range of \$.43 to \$1.63 during this time frame. Total excess fees charged were more than \$200,000. AT&T was willing to reimburse six months only which is approximately \$27,000. They also offered a discounted rate if we were to sign up for additional services. The College has filed a formal complaint with MPSC and will come back to the Board with an update next month.

VI. DISCUSSION ITEMS

None

VII. ACTION ITEMS

A. Citizen Participation

Mr. John McDonald, President, HFCC Local 1650, spoke to the Board on the audit report, state funding and bad debt.

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Trustee Schoolmaster and supported by Trustee McDonald was adopted with unanimous approval attached to move that action items 1 through 13 be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

1. Emergency Roof Repairs – Board Report #4099 – Vice President Satkowski

Moved that the award of a contract to Royal Roofing Company, Inc. in the amount of \$42,750 to provide emergency roof repairs to the Technology Building, in accordance with Royal Roofing's quote dated September 15, 2014, be approved.

2. Steelcase Furniture, Liberal Arts Lobby – Board Report #4100 – Vice President Satkowski

Moved that the award of a contract to Lincoln Office Solutions in the amount of \$35,495.90 for the purchase and installation of Steelcase furniture for the Liberal Arts lobby, in accordance with Quote #8751 dated October 3, 2014, be approved.

3. F5 Load Balancing Local Traffic Manager – Board Report #4101 – Vice President Satkowski

Moved that the award of a contract to Sentinel Technologies, Inc. in the amount of \$52,675 for the purchase and installation of an F5 Networks Load Balancing Local Traffic Manager, in accordance with the specifications of Sealed Bid #15423, be approved.

4. LTC Data Center Generator Addition Project – Board Report #4102 – Vice President Satkowski

Moved that the award of a contract to R Simon Electric LLC in the amount of \$186,940 for the LTC Data Center Generator Addition Project, in accordance with the specifications of Sealed Bid #15490, be approved.

HUMAN RESOURCES

5. Staff Recommendations – Vice President Eschenburg

Moved that the staff recommendations, as presented in Board Report #4103: Resignation A-4; Retirement B-4 and Other Severance C-4; Appointment D-4; Return from Leave of Absence E-4 and Change in Classification F-4, be approved.

6. Academic Education Assistant, Academic Affairs – Vice President Eschenburg

Moved that the appointment of Denise Modrzynski to the position of Academic Education Assistant, Academic Affairs, at Grade 3, Step 3, of the 2014-2015 Henry Ford College Exempt Employees Salary Schedule, effective October 7, 2014, be approved.

7. Facilities Specialist, Facilities Services – Vice President Eschenburg

Moved that the appointment of Reuben Brukley to the position of Facilities Specialist, Facility Services, at Grade 8, Step 5, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective October 20, 2014, be approved.

8. Payroll Manager, Financial Services – Vice President Eschenburg

Recommended motion: Move that the appointment of Nancy Wade to the position of Payroll Manager, Financial Services, at Grade 7, Step 4, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective October 20, 2014, be approved.

9. Special Assistant to the Vice President, Administrative Services – Vice President Eschenburg

Moved that the appointment of Maryann Flick to the position of Special Assistant to the Vice President, Administrative Services, at Grade 2, Step 3.5, of the 2014-

2015 Henry Ford College Exempt Employees Salary Schedule, effective November 3, 2014, be approved.

10. Supervisor, Library – Vice President Eschenburg

Moved that the appointment of Joyce Hommel to the position of Supervisor, Library, at Grade 5, Step 4, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective October 6, 2014, be approved.

12. Interim Budgeting Supervisor, Financial Services – Vice President Eschenburg

Moved that the appointment of Bryan Bame to the position of Interim Budgeting Supervisor, Financial Services, at Grade 5, Step 4, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective November 10, 2014, be approved.

BOARD ADMINISTRATIVE SERVICES

11. Foundation Board of Director Nominations – President Jensen

Background information: Two candidates are being recommended for appointment to the Henry Ford College Foundation Board of Directors. These individuals were brought before the Foundation Board for their approval at their September 18, 2014, meeting. The Foundation Board unanimously approved the appointments. If approved, their terms begin November 2014 and expire November 2017. The two candidates are:

Jackie Lovejoy - Jacqueline Lovejoy is the current President of the Dearborn Area Chamber of Commerce. She has a B.A. from Wayne State University in Psychology and belongs to several professional organizations. Ms. Lovejoy also brings with her more than 15 years of sales and management experience and has a wide network of contacts and affiliations.

Abe Munfakh - For over 30 years, Abe Munfakh was a principal, President and Chairman of the Board of Ayres, Lewis, Norris & May, Inc. an engineering and planning company based in Ann Arbor, Michigan and doing business throughout the state of Michigan. After the sale of that firm in 2003, Mr. Munfakh retired from the firm and formed Munfakh & Associates, LLC, an engineering company providing consultation in engineering and good management practices. Mr. Munfakh holds the title of Chairman and CEO. He has a strong background of civic, community, political and professional leadership with a variety of networks and resources.

Trustee McDonald reported that the Foundation Board met on September 18 and unanimously voted to approve these appointments. She stated that both candidates have outstanding community leadership skills and a variety of resource skills that will benefit the Foundation and the College.

Moved that the appointments of Jackie Lovejoy and Abe Munfakh to the Henry Ford College Foundation Board of Directors for a term of November 2014 until November 2017, be approved.

13. Appointment of Principal – Howard Elementary School – Superintendent Brian Whiston

Background Information: The position of Principal at Howard Elementary School was created by the promotion of Andrew Denison. The Superintendent of Schools is prepared to recommend a candidate as Principal at Howard Elementary School at this time.

Moved that Martha Burch be appointed to Principal at Howard Elementary School at Grade 3, Step 4, of the Dearborn Schools Administrators' Salary Schedule, 42 weeks, effective October 21, 2014.

VIII. BOARD OF TRUSTEES BUSINESS

- A. Board Member Reports
- B. Requests for Information and/or Future Agenda Items
- C. Board Member Commentary

Trustee Schoelles introduced Martha Burch, principal of Howard Elementary School.

Trustee Adams noted that Anthony Greco is retiring after 33.5 years of service. She worked with him years ago and thanked him for his service and wished him a happy retirement.

Trustee Guido said that it is known that he has a personal passion for significantly increasing online programs. He has spoken with Board Trustees and feels that they are all supportive of going in the direction of substantial financial funding in this pursuit which would allow non-traditional access to the College and potential revenue enhancement, if done properly, by a directive of allocating \$1.5 million toward excellent data-driven online programs as directed and guided by best practices and quality standards.

Trustee Lane mentioned seeing a SNHU commercial for online classes and remembers the rise of non-profit online programs that sadly do not deliver. She would like to see a presentation with more information on the planning of the program and added that we are non-profit and not looking to make money on the program. Trustee Schoolmaster added that he would also like to see more information and data on the program.

Trustee Schoelles agreed with Trustee Guido stating that giving a directive and attaching a dollar amount for seed funding is necessary to show the Board is serious in plans to develop the program. She added that we need to get the train moving as this is a limited opportunity that would open up a world of opportunity and benefit both those close by and far away.

Trustee Lane responded that she did not intend to sound as if she were opposed and that this is not a matter of choice, but a matter of necessity and would take a financial commitment.

Trustee Guido added that increased revenue would allow for greater educational opportunities and greater access to non-traditional students.

Trustee Schoelles reminded everyone to vote on November 4. Two important items on the ballot are the Dearborn Schools Hold Harmless Millage Renewal and the three open Board positions.

IX. ACKNOWLEDGEMENT OF CORRESPONDENCE


Trustee Adams mentioned that she received two letters from HFCC Local 1650.

X. FUTURE MEETING DATES

- A. Monday, November 10, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, November 17, 2014, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services & Conference Center, in the Rosenau Board Room, Henry Ford College.
- C. Monday, December 8, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- D. Monday, December 15, 2014, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services & Conference Center, in the Rosenau Board Room, Henry Ford College.

XI. ADJOURNMENT

Meeting adjourned at 8:58 p.m.



Aimee Schoelles, Secretary