

**HENRY FORD COMMUNITY COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
FEBRUARY 17, 2014**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford Community College Board of Trustees was called to order on Monday, February 17, 2014, at the Henry Ford Community College Administrative Services and Conference Center at 7:04 p.m. by Chair Berry.

**ROLL CALL**

On roll call, the following were present: Trustees Adams, Guido, Lane, McDonald, Schoolmaster, and Chair Berry. Trustee Schoelles was absent. 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 with the following correction on Page 2, Section IV. A., second sentence: Ms. Truskowski instead of Ms. Wentworth.

Regular Meeting – January 21, 2014

**III. PRESIDENT'S ITEMS**

President Jensen updated the Board on the progress of the Shared Leadership Task Force and then briefly reviewed the following documents with Board members:

- Academic Affairs Vision, Mission and Values
- Daily Cash Flow
- Response to Trustee Schoelles on history of bad debt and percentage of General Fund
- Response to Trustee Lane on gift-in-kind acceptance procedure
- Response to Board on establishment of budget reserve as line item
- Governor Snyder's 2015-2016 Budget with regard to Community Colleges
- January Board Report #4018 (as reference for Action Item 1)

**IV. RECOGNITION AND ACKNOWLEDGEMENTS**

Vice President Copprue recognized the following:

- \* Honors Program Institutional Excellence Award
- \* Athletics Department "Hunger Games" Food Collection
- \* Wrestling Club Competition
- \* Pharmacy Technician Site Visit
- \* Career Services Comerica Park Recruitment
- \* Former Biotechnology student, Atwain Atwain, published in a peer journal.

Trustee Lane thanked President Jensen for adding accomplishments to the agenda.

## V. **SPECIAL REPORTS**

### A. **English Language Institute (ELI)** – Board Report #4022 – Vice President Pierner

#### **Past**

Intensive English instruction for non-native speakers of English began at HFCC in the fall of 2001 with nine students and two full-time directors, Mary Assel and Ed Demerly. For its first twelve years, the ELI was an independent entity on campus.

#### **Present**

In summer 2013, the ELI moved to the Communications Division under the auspices of Katherine Grahl, Associate Dean, and Lori Slaber, Academic Coordinator. Many changes have been instituted since then.

The Changes – Fall 2013, we adjusted course number designations; reviewed adjunct qualifications; realigned credit hours; revamped scheduling; updated textbook selections; resolved computer lab issues; made community contacts (Dearborn Public Schools and ACCESS), and held an in-service day with ELI's adjuncts. Winter 2014, we are in the process of redesigning the curriculum (rewriting all course masters for day and evening classes), recalibrating the ELI's ESL Compass placement scores, investigating alternative/additional placement exams, and rewriting our part of HFCC's website.

The Institute – The ELI offers six levels of English instruction to non-native speakers of English, from beginning to high intermediate. Once students have successfully completed the sixth level, they can move on to a bridge semester at the college, where they take two developmental ESL courses (one Reading, one Writing) before enrolling in Introduction to College Writing (ENG 131).

The Students – Fall 2013, eighteen adjunct instructors at the ELI taught 183 students from twenty-nine different countries. Winter 2014, twenty-three adjuncts are teaching 220 students from twenty-six different countries. Approximately three-quarters of our students come from the local community and one-fourth of the students are on international visas.

#### **Future**

The Communications Division has many goals for the future of the ELI, some of which are to expand our offerings (reactivating courses in Pronunciation/Conversation, Grammar, and TOEFL Preparation); apply for national accreditation, and further promote/advertise the ELI.

Vice President Pierner introduced Katherine Grahl, Associate Dean of Communications, and Lori Slaber, English and World Languages Faculty Member, who reviewed the report with the Board and presented slides showing statistics on country of origin, official status, how they found out about the program, and international students in the US. Three quarters of the students come from the community. They then introduced ELI adjunct instructors Douglas Bennett and Louise Ramsey. Louise Ramsey introduced students: Abdulazeez Abdulazeez:

Fadaelalrahman Mukhlif; Nassem Khelan; and Samar Beydoun who spoke on their experience in their ELI class. Douglas Bennett introduced ELI student Weirong Huang who spoke on her classroom experience.

## **VI. DISCUSSION ITEMS**

None

## **VII. ACTION ITEMS**

### **A. Citizen Participation**

None

### **B. Special Consideration of an Action Item**

Trustee Guido had two concerns on action item 4: The project requires some level of engineering expertise and with funding cuts in facility staff area will there be enough oversight of the project by staff with construction knowledge. Sandro Silvestri, current interim Facility Supervisor, spoke in response to his concerns.

### **C. Motion to Approve Action Items**

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

## **FINANCE**

### **1. 2013-2014 Revised Budget – Vice President Satkowski**

Move that the 2013-2014 Revised Budget as presented in Board Report #4018 at the January 21, 2014, Board meeting be approved.

## **BIDS AND CONTRACTS**

### **2. Marketing Research & Branding Services – Board Report #4023 – Vice President Satkowski**

Move that the award of a contract to Interact Communications, Inc. in the amount of \$134,800 for Marketing Research and Branding Services, in accordance with the specifications for Request for Proposal #14588, be approved.

### **3. North Loop Primary Electrical Upgrade Project – Board Report #4024 – Vice President Satkowski**

Move that the award of a contract to R Simon Electric LLC in the amount of \$170,072 for the North Loop Primary Electrical Upgrade Project, in accordance with the specifications of Sealed Bid #14589, be approved.

4. Storm Water Piping Improvements Project – Board Report #4025 – Vice President Satkowski

Move that the award of a contract to Western Mechanical Contractors, Inc. in the amount of \$135,765 for the Storm Water Piping Improvements Project, in accordance with the specifications of Sealed Bid #14590, be approved.

5. Lecture Capture System – Board Report #4026 – Vice President Satkowski

Move that the award of a contract to Tegrity USA in the amount of \$27,980 to provide a Lecture Capture System, in accordance with their proposal dated December 18, 2013, be approved.

6. CareerFocus Magazine – Board Report #4027 – Vice President Satkowski

Move that the award of a contract to Academic Marketing Services in the amount of \$28,520 for the printing of the CareerFocus Magazine and associated services, in accordance with Quote #10173-5A dated January 24, 2014, be approved.

### **HUMAN RESOURCES**

7. Staff Recommendations – Board Report #4028 – Vice President Eschenburg

Move that the following staff recommendations at HFCC be approved:

#### **Retirement (A-8)**

Steve Hornbuckle, Grounds, Facility Services, 13 years of service, effective 1/12/14.

#### **Change in Classification (D-8)**

Michelle Holinski, from Counseling, Receptionist/Clerk, to Enrollment Associate II – Call Center, Enrollment Services, effective 2/10/14, \$13.77 per hour, \$0.63 Inc., total \$14.40 per hour, Step 2, 12 Months.

8. Human Resources Generalist - Vice President Eschenburg

Move that Ms. Debra Pace be appointed to the position of Human Resources Generalist, Office of Human Resources, at Grade 5, Step 1.5, of the 2013-2014 Henry Ford Community College Exempt Administrative Salary Schedule effective February 1, 2014, be approved.

9. Human Resources Generalist – Vice President Eschenburg

Move that Ms. Lori Steinbach be appointed to the position of Human Resources Generalist, Office of Human Resources, at Grade 5, Step 1, of the 2013-2014 Henry Ford Community College Exempt Administrative Salary Schedule effective February 12, 2014, be approved.

10. Records Associate IV, Registration and Records – Vice President Eschenburg  
Move that Ms. Karen Sadanowicz, be appointed to the position of Records Associate IV, Registration and Records, at Grade 8, Step 4, of the 2012-2013 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 26, 2014, be approved.
11. Records Associate IV, Registration and Records – Vice President Eschenburg  
Move that Ms. Elizabeth Gierada, be appointed to the position of Records Associate IV, Registration and Records, at Grade 8, Step 2, of the 2012-2013 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 26, 2014, be approved.
12. Records Associate IV, Registration and Records – Vice President Eschenburg  
Move that Mr. Shaun Stevens, be appointed to the position of Records Associate IV, Registration and Records, at Grade 8, Step 2, of the 2012-2013 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 26, 2014, be approved.
13. Enrollment Associate IV, Enrollment Services – Vice President Eschenburg  
Move that Ms. Valerie Hargraves, be appointed to the position of Enrollment Associate IV, Enrollment Services, at Grade 8, Step 1, of the 2012-2013 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 18, 2014, be approved.

#### **BOARD ADMINISTRATIVE SERVICES**

None

#### **VIII. BOARD OF TRUSTEE BUSINESS**

##### A. Board Member Reports

None

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

Chair Berry asked for GPA of athletes.

##### C. Board Member Commentary

None

#### **IX. ACKNOWLEDGMENT OF CORRESPONDENCE**

Trustee Adams received several letters addressed to her as Board President. Unopened letters were given to Kathy Dimitriou to distribute as needed.

**X. FUTURE MEETING DATES**

- A. Monday, February 24, 2014, **P-12** Board of Education Meeting, **7:00 p.m.**, at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, March 10, 2014, **P-12** Board of Education Meeting, **7:00 p.m.**, at the Administrative Service Center, in the Frank Franchi Board Room.
- C. Monday, March 17, 2014, **HFCC** Board of Trustees Meeting, **7:00 p.m.**, at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford Community College.
- D. Monday, March 24, 2014, **P-12** Board of Education Meeting, **7:00 p.m.**, at the Administrative Service Center, in the Frank Franchi Board Room.

**XI. ADJOURNMENT**

Meeting adjourned at 8:11 p.m.

  
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Roxanne McDonald, Acting Secretary