

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

I. CALL TO ORDER

The regular meeting of the Henry Ford Community College Board of Trustees was called to order on Monday, March 17, 2014, at the Henry Ford Community College Administrative Services and Conference Center at 7:06 p.m. by Chair Berry.

ROLL CALL

On roll call, the following were present: Trustees Guido, Lane, McDonald, Schoelles, Schoolmaster, and Chair Berry. Trustee Adams 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 McDonald was adopted with unanimous approval attached that the following minutes of the Board of Trustees be approved:

Regular Meeting – February 17, 2014

III. PRESIDENT'S ITEMS

President Jensen shared an article from *The Detroit Free Press* on Sonya Tayeh, former HFCC student, who was nominated for an Emmy for her choreography on "So You Think You Can Dance." Sonya calls faculty member, Diane Mancinelli, her "saving grace" and added that Ms. Mancinelli's dance classes gave Sonya a foundation.

IV. RECOGNITION AND ACKNOWLEDGEMENTS

Imane Rhaleb, Honors Program student, recognized the following:

- ★ President's Collage Concert Musicians
- ★ LAND Conference Finalists, Angela Grahl and Imane Rhaleb
- ★ Michigan Nursing Association Student Nurses Association Awards
- ★ Gary Erwin, Officer of the Michigan Community College Marketing and Communications Association
- ★ Ice Carving Club Awards
- ★ Democracy Institute

Rochelle Taylor, Athletic Director, and Chair Berry, recognized Wrestling Club Coach Grant Mackenzie on his win as the National Collegiate Wrestling Association (NCWA) Great Lakes Conference Coach of the Year. Also, each team member received recognition as National Qualifier. The Club members are: 125 Weight Class – Trey Berry; 133 Weight Class – Jesse O'Neal; 141 Weight Class -- Ali Saad; 157 Weight

Class -- Jeremy Stankewitz; 285 Weight Class – Hass Doueik; and 285 Weight Class – Dave Velez.

The Wrestling Club then presented Ms. Taylor with their award for Athletic Director of the Year.

Chair Berry thanked Ms. Taylor for her leadership not only as an athletic director, but also as counselor, mentor, and big sister to her student athletes.

V. **SPECIAL REPORTS**

A. Women's Institute for National and Global Success – Board Report #4029 – Vice President Copprue

WINGS is a mentoring program designed to connect HFCC women students who express interest in the fields of Science, Technology, Engineering, Mathematics and Business (STEM+B) with leading professional women in these same fields. The goals of this program are to help HFCC women student mentees explore and identify careers in the STEM+B fields that are suited to their strengths, values and interests; learn tools that will move them toward the pursuit of these fields while experiencing success along the way; gain competence in networking, communication skills, political savvy, and strategic goal setting; and grow in personal confidence and self-awareness.

Mentees will have the opportunity to participate in leadership and personal development seminars with seasoned professionals in the STEM+B fields, attend professional meetings, community events, social dinners and lunches with their mentors, and spend time with other WINGS participants for the purpose of developing lifelong friendships and contacts.

At the end of the program, all women who complete the program requirements will receive a copy of their co-curricular transcript and a certificate of completion. Their academic transcript will show the stamp, "Leadership Certificate-Women's Institute for National and Global Success".

Creators of the program and founding program committee members include HFCC faculty members Linda Brandt, Nahla Haidar, Kim Moscardelli, Elaine Saneske, Royetta Ealba, Cassandra Fluker, and chair, Brenda Hildreth. In addition to faculty, Lisa Copprue, Vice President for Student Affairs, and Ms. Nada Berry and Ms. Teresa Jensen, community supporters of HFCC educational initiatives, also serve on the committee.

The Board will be provided with an update of this program and the anticipated value it will offer to HFCC students.

Vice President Copprue introduced Dr. Brenda Hildreth who gave an overview on this program which is being funded through a mini-grant. Nada Berry, one of the program mentors, spoke on the professional and leadership events that mentors and mentees

will be attending. Although the program is yearlong, the goal is to keep the mentor/mentee connection beyond HFCC.

B. CHAMPS Life Skills Program – Board Report #4030 – Vice President Copprue

The Challenging Athletes' Mindset for Personal Success (CHAMPS) program was designed to provide information to student athletes that can assist them with academic and athletic success, and help student athletes translate these successes to other areas of their lives. In addition, CHAMPS ensures that College resources are utilized for organized study time.

CHAMPS is a weekly program that includes campus and community guest speakers to deliver information on various topics, including:

Career preparation	Representing HFCC	NJCAA & NCAA eligibility
Time management	in the community	Entrepreneurism
Testing strategies	Stress management	Nutrition for athletes
Community service	Careers in criminal justice	Student Rights and
Financial aid requirements	Expectations & responsibilities	responsibilities
First impressions	of student athletes	Note taking

The second hour of the program provides quiet time for independent study. To maximize the impact of the study hour, student athletes travel to the Learning Lab to work with tutors, have access to computers, and participate in both independent and group study.

In addition to the speakers and study time, student athletes are provided with Progress Reports to deliver to instructors bi-weekly. Athletics staff reviews progress reports and provides follow-up with students as appropriate. An additional component includes student-led 'Hot Topic' discussions to encourage healthy debate among peers.

The CHAMPS Life Skills Program was designed to provide a well-rounded, multi-perspective program for student athletes to develop the academic and life management skills necessary to lead successful and productive lives. Through exposure to diverse campus and community leaders, introduction of relevant academic and life management topics, and structured study, we believe the program successfully accomplishes this goal.

Vice President Copprue introduced Rochelle Taylor who along with Wendie Lee-Jenkins co-sponsor this student success initiative. Currently, there are approximately twenty participants (baseball team students), however, going forward they are looking to make this initiative mandatory for student athletes.

C. Telecommunications Program – Board Report #4031 – Vice President Pierner

Past

Mass Communication courses, beginning with Film History, were first offered in the (then) English Division with English course designations (EN) in the 1970s. Then, in 1979, Introduction to Mass Communication was the first offered with a "MC"

designation. When the Fine Arts Center was completed in 1981, including a TV production studio, a new department was spun off: Performing Arts, which along with the Art Department were the first residents of the Fine Arts Center. All of MC-related courses from English were given "MC" designations, later changed to "SMC" (Speech & Mass Communication). During that time, the school applied for and was awarded by the FCC the only remaining spot on the FM radio dial in this area, and in 1985, HFCC's own WHFR Radio officially went on the air. Licensed as a non-commercial, educational station broadcasting in stereo on 89.3FM with 270 watts of effective radiated power, WHFR exists to provide a real-world lab experience in telecommunication for HFCC students and alumni, to serve the needs of Dearborn and the surrounding communities, and to assist HFCC college relations. By the late 1980s, with the industry expanding and WHFR operating 24/7, all SMC courses were redesigned as TCM courses, with the Telecommunication Program being solidified at this institution.

Present

In 2008, the head of the Telecommunication Dept., Jay Korinek retired after 40 years at HFCC. Susan McGraw took over as full-time Dept. lead and began working to expand the program. In 2010, the Telecommunication Dept. was awarded a TIF grant to update its television control room and classroom studio in the Fine Arts Center with state-of-the-art technology, and expanded its classroom and editing lab into the Technology Building to accommodate program growth in 2011. For the first time in the history of the program, all core classes were offered as both day and evening sections to allow for the demand of working students to complete their TCM degree. In summer 2013, the Telecommunication Program moved to the Communications Division under the auspices of Katherine Grahl, Associate Dean and Susan McGraw, Academic Coordinator. Program changes have been minimal, as the move was a good fit for all. All TCM course masters have been updated and approved this past month, and TCM program review is scheduled for next year.

This semester (Winter 2014), one full-time plus eleven highly-qualified, specialized adjunct instructors are teaching 581 students in the area of Telecommunication. Students come from all areas of Metro-Detroit, most with the goal of graduating from HFCC, others to transfer to a four-year-institution, and some for specialized training or retraining in a specific area of the industry. HFCC Telecommunication Alumni are working in various fields locally, nationally and even internationally as announcers, filmmakers, editors, TV producers, news journalists, screenwriters, voiceover talent, newscasters, web specialists, promotions coordinators, and more. Our alumni are very loyal to the college and support us in a variety of ways. Our WHFR alumni, in particular, contribute financially to our annual on-air pledge drive and also come on the airwaves to help garner support from listeners.

Future

The field of Telecommunication, both theoretical and practical, is ever-changing and expanding in today's society. The goal of the Telecommunication Department is to provide a well-rounded, practical program with the most up-to-date resources and cutting edge instruction as new and different platforms and technologies emerge. Our plan for the future is to continue to educate and empower our students to be confident, competitive and successful in whatever area of Telecommunication they

pursue, while concurrently instilling important media literacy skills that are no doubt needed to be a savvy and contributing member of our media-dominant society.

Vice President Pierner introduced Katherine Grahl, Associate Dean of Communications, and Susan McGraw, Academic Coordinator of the Telecommunications Program. Ms. McGraw spoke on this program which attracts creative, exciting, and passionate people and uses state-of-the-art technology. Ms. McGraw introduced faculty member, Karen Connelly, who aired a student-coordinated video project. Ms. McGraw introduced additional program staff and students in attendance and also gave an update on program alumni.

D. Accreditation – Board Report #4032 – Executive Director Chadwick

Henry Ford Community College is currently accredited by the North Central Association of Colleges and Schools, Higher Learning Commission (NCA/HLC) and is scheduled for re-accreditation in 2015. A team of peer reviewers trained by the Higher Learning Commission will visit HFCC for three days in April, 2015 to determine whether the College meets the Commission's established criteria for accreditation. Re-accreditation from the Higher Learning Commission is critical to the College as it allows for the receipt of Title IV Federal Financial Aid funds.

In February, 2012, the Board of NCA/HLC finalized new criteria and a new model for accreditation that they had been working on over the prior four years. These changes come as a result of increasing pressures from the U.S. Department of Education and other external/public pressures for increased transparency and accountability in higher education. The new criteria for accreditation are:

- **Criterion One- Mission –**
The institution's mission is clear and articulated publicly; it guides the institution's operations;
- **Criterion Two- Integrity: Ethical and Responsible Conduct –**
The institution acts with integrity; its conduct is ethical and reasonable;
- **Criterion Three- Teaching and Learning: Quality, Resources, and Support –**
The institution provides high quality education, wherever and however its offerings are delivered;
- **Criterion Four- Teaching and Learning: Evaluation and Improvement –**
The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement; and
- **Criterion Five - Resources, Planning, and Institutional Effectiveness –**
The institution's resources, structures and processes are efficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

The opening sentence in the document for the new criteria outlines the Commission's expectations by stating that "the Higher Learning Commission seeks a culture of aspiration and continual improvement rather than satisfaction of minimum

requirements.” In essence, the commission now requires institutions to build systemic and systematic processes for continuous improvement. Relative to the old criteria, the new criteria place more emphasis on the following: mission and integrated planning; continuous quality improvement; evidence and evaluation.

In 2011, HFCC was chosen to be a Pioneer institution to work with the new model and criteria for accreditation. The College has already fulfilled its obligation for the Quality Initiative by participating in the Lumina Foundation’s, Degree Qualifications Profile (a Commission sponsored project) and is now scheduled to move into the assurance process – formerly the self-study. The new process requires the College to provide a maximum 35,000 word assurance argument as to how the College meets the criteria for accreditation and provide documentation, as evidence, that supports the argument.

A Re-accreditation Team has been formed to gather evidence and create an assurance argument to be forwarded to the Commission by February, 2015. Members of the team include a cross-functional team of faculty, staff and administrators. Team members are: Reginald Best, Becky Chadwick, Rama Chidambarum, Adam Cloutier, Betsy Cohn, Lisa Copprue, Holly Diamond, Cynthia Eschenburg, Paul Fisher, Janice Gilliland, Lori Gonko, Catherine Grahl, Diane Green, Charles Jacobs, Peter Kim, Randy Knight, Tricia Llewellyn, Catherine Marsden, Jim Martini, Tracy Pierner, Gary Saganski, John Satkowski, Kim Schopmeyer, Tim Seguin, Susan Shunkwiler, and Karen Wilmering.

Executive Director Chadwick gave a PowerPoint overview of changes since 2012 in response to US Department of Education requirements, external pressures, and an increase in transparency and accountability. The three major themes are quality, effectiveness and continuous improvement. Our HLC liaison, Dr. Sunil Ahuja, will be on campus this Thursday to meet with the Accreditation Committee members.

E. Institutional Review Board (IRB) – Board Report #4033 – Executive Director Chadwick

One of the functions of higher education institutions is to engage in research, either through participation in grants, as part of the fulfillment of requirements for advanced degrees, or for the general advancement of knowledge. Recently, Henry Ford Community College created an Institutional Review Board (IRB). The purpose of the IRB, also known as the human subjects review board, is to protect the rights and welfare of human research participants and to facilitate research by using basic ethical principles.

According to guidelines established by the Office of Human Research Protections (OHRP), an office of the federal department of Health and Human Services, five members must be chosen to serve on the IRB. The five-member composition of the Institutional Review Board must include members from varied backgrounds including: one member from a science discipline; one member from a non-science discipline; one member from outside the organization; members of the opposite gender; members that include a diversity of disciplines and other important factors (race, representing vulnerable populations).

The membership and composition factors of the HFCC IRB include:

- Becky Chadwick (Chair) Educational Research/Institutional Research, female
- Mike Daher (non-scientist) Honors Program, Arab-American, male
- Kim Schopmeyer (social scientist), extensive training in Social Science research, male
- Lathika Moragoda (microbiologist, molecular biologist) South Asian, female
- Lisa Copprue (vulnerable populations) African-American, Cabinet member, female
- Drew Buchanan (Sponsored Research at UM-D, external member) experience with IRB, male

The College has already registered the IRB and received Federal-wide Assurance (FWA) which indicates that the College will comply with regulations for human subjects participation in research. Next steps will include training for all IRB members via training modules offered through the OHRP and by becoming familiar with the Ethical Guidelines for the Protection of Human Subjects Research (The Belmont Report) and the OHRP/ IRB Guidelines. The guidelines emphasize three basic ethical principles that include: respect for persons (requirement to acknowledge autonomy and requirement to protect those with diminished autonomy); beneficence (respect decisions and protect from harm); and justice (who received benefits and bears its burden).

The College, by creating the IRB, will mitigate any potential risk associated with the treatment of human subjects, will facilitate students' awareness of the appropriate protocol for conducting research, and ensure the ethical and responsible treatment of participants in all research conducted.

Executive Director Chadwick stated that external requests to use HFCC as a research site have spiked in the last few years which facilitates the need for membership as an IRB.

VI. DISCUSSION ITEMS

A. Mission, Vision and Values – Board Report #4034 – Executive Director Chadwick

The Higher Learning Commission states in the Criteria for Accreditation the importance of the college mission statement, dedicating one of the five criteria for accreditation solely to the mission and mission documents. Criterion One-Mission, states that the “the mission statement is clear and articulated publicly; it guides the institutions operations”, and emphasizes the need for it to be kept current. The mission and its supporting documents are the cornerstone for all college activities and describe why the institution exists and for what purpose, the shared vision of the future, and the behaviors that are valued as business is conducted.

The current mission statement (according to the 1995 Higher Learning Commission Self-Study) was developed in 1987 and other mission supporting documents at a later date. As per directive of the Board of Trustees, in December 2013, the Shared Leadership Task Force was created. Part of the purpose and charge of this task force was to “refresh the mission, vision and values of the institution.” During the first meetings after the new year, Task Force members began discussion on the critical components of each and based on feedback, three separate sub-groups were formed to begin to draft language that would eventually become the new mission, vision and values statements. After consensus was reached among the Shared Leadership

Task Force members, another small committee was formed to gather input from the campus community and our external constituents.

As part of the information gathering phase, surveys were administered to five separate constituent groups: faculty, administrators and staff; students; advisory committee members; members of the Community Leaders Advisory Committee (CLAC); and members of the external community (via a web-link on the College's home page). Survey results provided informative feedback in drafting the final proposed statements but overwhelmingly there was support from all constituent groups. On average, approximately 81% of survey respondents indicated support for the mission and vision, and 91% support for the values statements.

The proposed mission statement is as follows:

Henry Ford Community College transforms lives and builds better futures by providing outstanding education. As a student-centered, evidence-based college, our success is measured by the success of our students. We empower learners through the development of independent, critical and creative thinking, and we foster diversity, tolerance, understanding, and acceptance to prepare learners to succeed in a global society. We anticipate and respond to the needs of our stakeholders, exceed their expectations, and serve the public good.

The proposed vision statement is:

First choice. Best choice.

The proposed values statement is:

We have a PASSION for...

- ...teaching and learning.
- ...exploring diverse perspectives and ideas.
- ...creating a student-centered environment.
- ...transforming lives through continuous learning.
- ...excellence in all that we do.

We demonstrate INTEGRITY through...

- ...accountability.
- ...responsible stewardship.
- ...ethical conduct.
- ...honest dialogue.
- ...sustainable practices.

We promote INGENUITY by...

- ...being agile, flexible, and responsive.
- ...rewarding discovery, creativity, and innovation.
- ...collecting, evaluating, and acting on evidence.
- ...thinking critically.
- ...continuously reimagining the future.

We show RESPECT for one another when we...

- ...collaborate and rely on teamwork.
- ...celebrate diversity and inclusiveness.
- ...maintain transparent practices.
- ...show compassion and empathy.
- ...are engaged and committed to our shared work.

In the future, it is critical that the mission and supporting documents be regularly reviewed and, if necessary, revised to reflect the evolving nature of the College and its stakeholders.

In addition to the change in mission, vision and values, the College has carefully considered a name change. The College's name has changed periodically throughout its history (approximately once every ten years) and it is now an opportune time to consider changing the name from Henry Ford Community College to Henry Ford College. The change, if approved, would align with the change in mission and supporting documents, the potential to offer four-year degrees, marketing and branding efforts, and campus-wide signage.

Executive Director Chadwick stated that the mission and supporting documentation are the cornerstone of our institution. She also said that the time is right to move forward with changing our name to Henry Ford College due to factors such as we are currently in the midst of a marketing and branding campaign, we are in the race to offer four-year degrees, signage needs updating, and we are also embarking on our next seventy-five years as an educational institution.

Trustee Lane opined that in the mission statement, understanding should come before diversity in the third sentence. She also asked why achievement is not listed as one of our passions.

Trustee Schoelles stated that in regard to the name change, while a year ago she thought it would not be such a good idea, after looking at the College and the wide variety of programs, certificates, partnerships, etc., it would be a good time to pay homage to HFCC and show that we are "growing up" and helping students understand how a university works.

Trustee Schoolmaster stated that we are not junior to anything or anybody and that we don't need the modifier anymore.

Trustee McDonald agreed with Trustee Schoelles, but wants to make sure that the community understands that we are still their college. She also stated that very nice work was done on the mission, vision and especially values statements, however, she wants to make sure that they don't just become words on a page and are followed by everyone, especially those in leadership roles.

Trustees Lane and Guido sat on a committee a few years back that picked a winning student designed signage proposal. They asked that the administration look at the design and at least acknowledge their effort.

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Action item 1 was pulled from the agenda for further discussion. Action item 9 was pulled for roll call.

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 item numbers 2 and 8 be approved as recommended.

FINANCE

1. Employee Compensation Study – Board Report #4035– Vice President Satkowski

Pulled for further discussion.

2. Lecture Capture Audio Visual Systems – Board Report #4036 – Vice President Satkowski

Move that the award of a contract to Troxell Communications in the amount of \$40,469 for three (3) Lecture Capture Audio Visual Systems, in accordance with the specifications of RFP #14365, be approved.

3. Audio Visual System for Physical Therapy Lab – Board Report #4037 – Vice President Satkowski

Move that the award of a contract to Thalner Electronic Labs in the amount of \$55,044 to install an Audio Visual System in the Physical Therapy Lab, in accordance with the specifications of RFP #14658, be approved.

4. Library Elevator Upgrade Project – Board Report #4038 – Vice President Satkowski

Move that the award of a contract to Schindler Elevator Corporation in the amount of \$125,840, including contingency allowance, for the Library Elevator Upgrade, in accordance with the specifications of Sealed Bid #14717, be approved.

5. Architectural and Engineering Services, Exterior Signage Project – Board Report #4039 – Vice President Satkowski

Move that the award of a contract to SHW Group, LLC in the amount of \$39,800 for Architectural and Engineering Services, in accordance with the SHW Group proposal dated January 28, 2014, and Board Policy #2110, be approved.

6. Steelcase Furniture, Library Media Center – Board Report #4040 – Vice President Satkowski

Move that the award of a contract to Lincoln Office Solutions in the amount of \$57,391.06 for the purchase and installation of Steelcase Furniture for Library Media Center, in accordance with Quote #8701 dated February 20, 2014, be approved.

HUMAN RESOURCES

7. Staff Recommendations – Board Report #4041 – Vice President Eschenburg

Move that the following staff recommendations at HFCC be approved:

Resignation (A-9)

Tia Bennett, appointed 7/22/08, Financial Aid, Financial Aid Associate, submitted 2/26/14, effective 2/28/14.

Kathryn Wrench, appointed 4/15/13, Manager, Industrial Technology, submitted 2/14/14, effective 2/21/14.

Leave of Absence (B-9)

Sam Bazzi, appointed 08/21/01, Instructor, Math and Sciences Division, submitted 2/11/14, effective 8/26/14; REASON: Work Experience Leave of Absence for 2014-2015 academic year.

Appointment (C-9)

Maria Buffa, 7328 Anthony Street, Dearborn, 28126, Web Content Associate, Marketing and Communications, \$19.13 per hour, Step 4, effective 3/17/14, 12 Months

Ashlie Cheers, 5116 Cannif, #1, Hamtramck, 48212, Enrollment Associate II – Call Center, Enrollment Services, \$13.77 per hour, Step 1, effective 3/17/14, 12 Months.

Audrey Kindle, 5203 Chrysler Drive, #311, Detroit, 48202, Food Service Associate (Part-Time), Skylight Café, \$9.18 per hour, Step 1, effective 3/17/14, 10 Months.

Lynn Shemwell, 825 Moran, Lincoln Park, 48136, Library Associate II (Part-Time), Library, \$13.77 per hour, Step 1, effective 3/24/14

Shafyla Thompson, 3535 Lenore, Melvindale, 48122, Enrollment Associate II – Call Center, Enrollment Services, \$13.77 per hour, Step 1, effective 3/17/14, 12 Months.

Reappointment to Professional Staff (D-9)

Joseph Cosenza, Business and Computer Technology Division, effective 8/26/14; REASON: Reappointment to temporary, full-time faculty for the Fall 2014 semester.

Kristin Jablonski, Business and Computer Technology Division, effective 8/26/14; REASON: Reappointment to temporary, full-time faculty for the Fall 2014 semester.

Rachelle Loomus, Business and Computer Technology Division, effective 8/26/14; REASON: Reappointment to temporary, full-time faculty for the Fall 2014 semester.

Theresa Mozug, Health Sciences Division, Instructor, effective 8/26/14; REASON: Reappointment to temporary, full-time faculty for the Fall 2014 semester.

Reappointment to Professional Staff (D-9) (continued)

Joshua Osborn, Math and Sciences Division, Instructor, effective 8/26/14; REASON: Reappointment to temporary, full-time faculty for the Fall 2014 semester.

Victoria Shepherd, Humanities and Social Science Division, Instructor, effective 8/26/14; REASON: Reappointment to temporary, full-time faculty for the Fall 2014 semester.

David Tillman, Industrial Technology Division, Instructor, effective 8/26/14; REASON: Reappointment to temporary, full-time faculty for the Fall 2014 semester.

Salary Change in Status (E-9)

Zachariah Polzin, from Math and Sciences, Lab Associate II – Biology, Part-Time, 10 Months, to Lab Associate II – Biology, Math and Sciences, 11 Months, effective 3/3/14.

Cynthia Stiller, Instructor, Humanities and Social Science, Division, from Level MA, Step 11, Schedule HFCC, Federation of Teachers, to Level MA30, Step 11, Schedule HFCC Federation of Teachers; Reason: Completed requirements for MA30 degree in educational leadership, effective 5/13/14.

Change in Classification (F-9)

Reuben Brukley, from Building Operator, Facility Services, to Facilities Leader, Facility Services, effective 3/3/14, \$21.49 per hour, \$0.50 Long, total \$21.99 per hour, Step 8, 12 Months.

Terrilyn Hagen, from Business and Computer Technology Division, Assistant to the Associate Dean, to HR Assistant, Office of Human Resources, effective 3/17/14, \$49,274, Grade 3, Step 3, 12 Months.

Andrew Moser, from Records Associate III, Registration and Records, to Records Associate I, Registration and Records, effective 3/17/14, \$11.84 per hour, Step 2, 12 Months.

8. Severance of Tenured Faculty Consideration – Vice President Eschenburg

Background information: The Board of Trustees has received a charge regarding severance of employment of a tenured faculty member. Per Article V.D. – Severance

of a Tenured Teacher of the 2013-2018 Henry Ford Community College Federation of Teachers, Local 1650, collective bargaining agreement, the Board of Trustees must consider these charges and conduct a vote to proceed upon such charges.

Move that the charges brought forward to the Board to sever the employment of a tenured faculty member, be approved.

BOARD ADMINISTRATIVE SERVICES

9. Ratification of the 2014-2016 Collective Bargaining Agreement between the Board of Trustees and the Henry Ford Community College Administrators' Association, Local 71 – Board Report #4042 – Vice President Eschenburg

Background information: Representatives for the Board and representatives for the Henry Ford Community College Administrators' Association, Local 71, have reached a tentative agreement for 2014-2016. This agreement was ratified by the Local 71 membership on March 11, 2014.

Move that the ratification of the 2014-2016 collective bargaining agreement between the Board of Trustees and the Henry Ford Community College Administrators' Association, Local 71, be approved with the following roll call attached: Ayes: Trustees Guido, Lane, McDonald, Schoelles, Schoolmaster and Chair Berry. Nays: None. Absent: Trustee Adams.

BOARD ADMINISTRATIVE SERVICES

None

VIII. BOARD OF TRUSTEES BUSINESS

- A. Board Member Reports

None

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

- Trustee Guido asked for an update on the Magic Globe TIF project.
- Chair Berry asked for a report on the Honors Program.
- Trustee Schoolmaster requested a copy of the new Mission, Vision and Value statements.

- C. Board Member Commentary

None

IX. ACKNOWLEDGMENT OF CORRESPONDENCE


None

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 8:44 p.m.



Aimee Shoelles, Secretary