

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
JUNE 16, 2014**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, June 16, 2014, at the Henry Ford College Administrative Services and Conference Center at 7:08 p.m. by Chair Berry.

ROLL CALL

On roll call, the following were present: Trustees Adams, 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 Adams and supported by Trustee McDonald was adopted with unanimous approval attached that the following minutes of the Board of Trustees be approved:

Regular Meeting – May 19, 2014

III. PRESIDENT'S ITEMS

President Jensen took a moment to welcome back Trustee Adams and to offer condolences to Trustee Guido on the passing of his sister-in-law.

A. HFC Signage Update

Vice President Eschenburg introduced Marwan Houri from SHW and Anne Vinstra from SignGraphix who gave an overview on the sign and banner types and placement on campus.

Trustee Lane commented that the two main entrance signs look like they might be easy to scale especially the north sign which is near the bus stop area. Mr. Houri indicated that students would have to cross two entrance roads to get to the sign which is actually quite tall.

Trustee Schoelles asked if the building badge letters will be incorporated into the class schedule. This stage of the project should be completed by mid-October, so they will be included in the winter semester schedule.

Trustee Guido indicated that a budget for signage upkeep and replacement would need to be established. He also expressed disappointment that signage with a "little more pop" was not being planned for Ford Road. Mr. Houri will follow-up with this concern as well as a budget figure for signage upkeep/replacement and Trustee Lane's concern on students climbing the signs.

Trustee Adams asked the project timeframe. Mr. Hourri replied that bids would be due the end of July and awarded in August.

IV. RECOGNITION AND ACKNOWLEDGMENTS

Mohamed Homsy, HFC student, recognized the following:

- * Advanced Technology Academy (ATA) recognizing HFC for their exemplary service to the community for the past seventy-five years.
- * President Jensen receiving an honorary diploma from the Advanced Technology Academy for his outstanding leadership in higher education administration.
- * Carole Sloan who earned her PhD in Exercise Physiology from Wayne State University.
- * Vice President Reginald Best for being appointed to serve on the Council for Advancement of Supportive Education (CASE) – Region V.
- * The HFC Staff Council, under the leadership of Patti Sekulidis, for their hard work planting flowers on campus on Friday, June 13.
- * Vice Presidents Chadwick, Pierner and Dr. Kim Schopmeyer on being appointed peer reviewers for the Higher Learning Commission.
- * Greg Osowski, Coordinator of the Criminal Justice program, Chad Austin and Kyrsten Rue of the Career Services office for creating a Criminal Justice internship program with the Detroit Police Department. Six of the thirty paid internship positions were awarded to HFC students.
- * Employees Dr. Ali Awadi and Dr. Lori Gonko on receiving their doctorate degrees.

V. SPECIAL REPORTS

A. Review of Bad Debt – Board Report #4069 – Vice President Satkowski

Vice President Satkowski, along with Kevin Culler, Executive Director of Financial Services, presented on the bad debt procedures that have been implemented since last fall.

Trustee Lane questioned whether fraud decreases in a good economy. Mr. Culler stated that the decline was due more to the procedures that have been put in place and also that a large fraud ring has been eliminated.

Trustee Schoelles questioned why HFC students can only accept the maximum loan amount offered rather than just the amount they need. Mr. Culler informed her that students can request a specific amount, however, not online currently. The plan is to move in that direction. Trustee Schoelles commended Vice President Satkowski and Mr. Culler on the result of their tremendous efforts.

VI. DISCUSSION ITEMS

None

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Trustee Adams and supported by Trustee Schoelles was adopted with unanimous approval attached to move that action item numbers 1 through 16 be approved as recommended.

FINANCE

1. FY 2015 Proposed Budget – Vice President Satkowski

Move that funding for the TIF projects presented in Board Report #4047 at the April 21, 2014 meeting be approved.

BIDS AND CONTRACTS

2. Blanket Purchase Order Approval, Fiscal Year 2015 – Board Report #4070 – Vice President Satkowski

Move that Blanket Purchase Order List for Fiscal Year 2015 attached to Board Report #4070, in accordance with Board Policy and Guidelines, be approved.

3. Concrete Walkway Repairs – Board Report #4071 – Vice President Satkowski

Move that the award of a contract to Hartwell Cement Company in the amount of \$174,493.75 for Concrete Walkway Repairs, in accordance with the specifications of Sealed Bid #15034, be approved.

4. Ellucian Student Planning Module – Board Report #4072 – Vice President Satkowski

Move that the award of contracts to Ellucian, Inc. in the amount of \$34,615 for the purchase of a Student Planning Module perpetual license and \$22,365 for annual software maintenance and support, in accordance with Ellucian Quote #H19:060314, be approved.

5. Hitachi LCD Projectors – Board Report #4073 – Vice President Satkowski

Move that the award of a contract to Troxell Communications, Inc. in the amount of \$24,090 for the purchase of Hitachi LCD Projectors, in accordance with the specifications of Sealed Bid #15128, be approved.

6. Pavement Maintenance Project – Board Report #4074 – Vice President Satkowski

Move that the award of a contract to Al's Asphalt Paving Company in the amount of \$442,000.25 for Pavement Maintenance at the Main and East Campus, in accordance with the specifications of Sealed Bid #15148, be approved.

7. Materials Joining Lab Renovation – Board Report #4075 – Vice President Satkowski

Trustee Lane asked how many students were in this field and would benefit from this renovation and if the long-term viability of the renovation was considered. Vice President Pierner responded that approximately 600 students, most of them in the welding program, would use the lab and in answer to the second question, yes, coupled with the CIMed program, the flexible open delivery model and the large demand for apprenticeships the renovation would be necessary.

Move that the award of a contract to Brenca Contractors, Inc. in the amount of \$272,500 for the Materials Joining Lab Renovation, in accordance with the specifications of Sealed Bid #15160, be approved.

8. Ellucian Oracle to SQL Port License – Board Report #4076 – Vice President Satkowski

Move that the award of contracts to Ellucian, Inc. in the amount of \$51,000 for the purchase of a perpetual Oracle to SQL Port License and in the amount of \$30,825 for SQL technical and implementation consulting services as needed be approved.

HUMAN RESOURCES

9. Staff Recommendations – Vice President Eschenburg

Move that the staff recommendations, as presented in Board Report #4077: Resignations A-12; Retirements B-12; Appointments C-12; Salary Change of Status D-12; and Change in Classification E-12, be approved.

10. Extension of Contract for Exempt Personnel – President Jensen

Background information: A number of positions at Henry Ford College are exempt positions and require renewal by the Board of Trustees. These positions are:

Exempt Administrators
Non-Classified, Non-Instructional Staff
Administrative Assistants

We are recommending that the contracts for all staff in these above categories be extended for one year to June 30, 2015.

Move that the extension of contracts of all non-union staff personnel: Exempt Administrators; Non-Classified, Non-Instructional Staff; and Administrative Assistants for one year to June 30, 2015, be approved

11. Associate Dean, Communications Division – Vice President Eschenburg
Move that the appointment of Ms. Jennifer Ernst to the position of Associate Dean, Communications Division, at Grade 1A, Step 2, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective July 1, 2014, be approved.
12. Associate Dean, Health Sciences Division – Vice President Eschenburg
Move that the appointment of Ms. Susan Shunkwiler to the position of Associate Dean, Health Sciences Division, at Grade 1A, Step 4, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective July 1, 2014, be approved.
13. Reclassification of Supervisor of Financial Services – Vice President Eschenburg
Move that the reclassification of Ms. Barbara Eisterhold as Financial Services Supervisor at Grade 5, Step 8, of the 2013-2014 Henry Ford Community College Administrators' Association Salary Schedule, effective February 1, 2014, be approved.
14. Reclassification of Executive Director of Enrollment Services/Registrar – Vice President Eschenburg
Move that the reclassification of Ms. Holly Diamond as Executive Director of Enrollment Services/Registrar at Grade 1A, Step 6, of the 2013-2014 Henry Ford Community College Administrators' Association Salary Schedule, effective May 1, 2014, be approved.
15. Reclassification of Supervisor of Enrollment Services – Vice President Eschenburg
Move that the reclassification of Ms. Nikole Ford as Supervisor of Enrollment Services at Grade 5, Step 5, of the 2013-2014 Henry Ford College Administrators' Association Salary Schedule, effective May 1, 2014, be approved.

BOARD ADMINISTRATIVE SERVICES

16. Certification of Appointments 2014-2015 MCCA Board of Directors – Chair Berry
Background information: The MCCA requires each member college to certify each year in July its representatives to the MCCA Board of Directors. The representatives must be the Chief Administrative Officer of the College and one member of the College's governing board. Each College Board is also required to designate an alternate governing board member.

Move that the designation of the following as representatives to the MCCA Board of Directors for 2014-2015, be approved.

Trustee Roxanne McDonald – Trustee Director
Trustee Aimee Schoelles – Alternate Trustee Director

Dr. Stanley E. Jensen – President

Calling for an Executive Session – Chair Berry

Motion offered by Trustee Adams and supported by Trustee Schoolmaster to move that an Executive Session to be held on Monday, June 23, 2014, at 6:00 p.m. in the Superintendent's Conference Room at the Administrative Service Center. The purpose of the closed session is to discuss the evaluation of the Superintendent of Schools, per Section 8(a) of the Michigan's Open Meetings Act, be approved with the following roll call attached: Ayes: Trustee Adams, Trustee Guido, Trustee Lane, Trustee McDonald, Trustee Schoelles, Trustee Schoolmaster, and Chair Berry (7). Nays: None.

VIII. BOARD OF TRUSTEES BUSINESS

A. Board Member Reports

Finance Committee Report – Trustee McDonald

Trustee McDonald reported on the Finance Committee meeting held on June 10, 2014. She stated that in summary, after review of the revenue and expense assumptions (with the reduction in enrollment figure of 8%) the projected net budget surplus is \$2,531,528. The revenue assumptions include a reduction of bad debt to \$3.2m which is a decrease of \$2.8m from the FY2014 adjusted budget figure for bad debt of \$6m. The proposed request for an increase in tuition for Winter 2015 would take effect if enrollment is down 8%. Trustees McDonald and Schoelles expressed concerns over the proposed tuition increase. Trustee Schoelles indicated that it was not the first choice for revenue and that enrollment was the variable. Trustee McDonald said that the community has been so supportive that a tuition increase is not something they really want to do.

B. Requests for Information and/or Future Agenda Items

Trustee Lane requested a report on the proposed tuition increase for winter 2015.

Chair Berry asked that we revisit our vending sources for printing, PR, legal, banking, etc., for possible cost savings.

C. Board Member Commentary

None

IX. ACKNOWLEDGMENT OF CORRESPONDENCE

None


X. FUTURE MEETING DATES

A. Monday, June 23, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

- B. Monday, July 14, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- C. Monday, July 21, 2014, **HFC** Meeting, 7:00 p.m., at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.
- D. Monday, August 18, 2014, **HFC** Meeting, 7:00 p.m., at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.
- E. Monday, August 25, 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 8:45 p.m.



Aimee Shoelles, Secretary