

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
SEPTEMBER 15, 2014**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, September 15, 2014, at the Henry Ford College Administrative Services and Conference Center at 7:01 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 McDonald and supported by Trustee Schoolmaster was adopted with unanimous approval attached that the following minutes of the Board of Trustees be approved:

Regular Meeting – August 18, 2014
Special Meeting – September 3, 2014

III. RECOGNITION AND ACKNOWLEDGEMENTS

Sulian Larmond, current HFC international student majoring in paralegal studies, recognized the following:

- The articulation agreement with Madonna University which allows any student who has earned an associate's degree in Nursing at HFC and has a current unencumbered Registered Nurse (RN) license in Michigan to transfer his or her credits toward a bachelor's of science (BSN) in Nursing at Madonna. An important component of this new agreement is that HFC students admitted to Madonna will receive a 20 percent discount off of the non-nursing undergraduate tuition rate per semester hour at Madonna.
- The articulation agreement with the College for Creative Studies to create a pathway for graduates of the Interior Design Associate in Arts program to transfer to CCS's Bachelor of Fine Arts in Interior Design program. This effort was led by Karen Wilmering, Faculty, Interior Design, and Imad Nouri, Associate Dean, Counseling.
- The Henry Ford II Honors Program and the Honors Colloquium welcomed Mike Smith, past director of the Walter P. Reuther Library at Wayne State University, to deliver a presentation entitled, "Henry Ford and Labor History."

- Honors Colloquium faculty Peter Kim and Jennifer Ernst invited their students on a tour of the Detroit Institute of Arts. Small group tours were led by expert docents who invited students to lie on the floor to view ceiling paintings and learn all the treasures of the museum. They spent considerable time experiencing Diego Rivera's famous mural as a powerful introduction to their Colloquium's interdisciplinary study of Labor, Factories, and Detroit.
- The Michigan Board of Nursing approved the Nursing Program's annual report and major program change. The new Nursing curriculum will be launched in Winter 2015.
- The HFC Concert Choir performed at Oakwood Commons as part of a 9/11 Memorial program.
- President Obama outlined key administration priorities that ensure we, as a country, are fulfilling our promises to those who have served our nation, including supporting our veterans in institutions of higher learning. In a recent speech, President Obama announced that 400 community colleges and universities committed to implementing the 8 Keys to Success program on their campuses. President Stan Jensen signed on to join this initiative, making Henry Ford College one of the 400 partners nationwide and only one of 8 among the 28 community colleges who have signed on to support this effort.

IV. PRESIDENT'S ITEMS

A. Facilities Tour

President Jensen stated that many facility projects are under way from sidewalks, roofs and everything in between. He then introduced Vice President Eschenburg who, along with Sandro Silvestri, CIO, would be escorting the Trustees on a short tour of updated facility projects in the liberal arts building and the library. The tour included a visit to the new on-campus Early College location in the learning resource center. Mr. Marwan Hourri, Stantec Architecture, was on hand to answer any questions on the renovated space.

B. CPI Report

Vice President Satkowski introduced Kevin Culler, Team Leader of the Student Refund Process CPI team to give an overview on their project. Team members included Scott Barnett, Thomas Anderson, Barb Eisterhold, Sandro Silvestri, and Mary Szymanski. Rhonda Johnson served as project manager for implementation. Each year 40,000-50,000 checks are issued for student refunds. The end process of this CPI team will result in: one central party (Higher One) serving as a conduit in distributing information to all the banks (as indicated on service agreement signed by students); an elimination of 97-99% in paper checks issued; an additional means of student refunds by way of an HFC debit card and an estimated savings of approximately \$85,000-\$105,000 yearly when compared with historical data. Three ATMs will be housed on campus for students who want access to the money available on their HFC debit card. Minimum withdrawal per transaction is \$10 and maximum is \$500 per day. Fees are not assessed when using these ATMs. Mr.

Culler added that two large benefits to this process would be students would no longer need to go to party stores and be charged huge fees to have their checks cashed and the amount of fraudulent checks would decrease.

Trustee Schoelles asked about student safety when accessing money from the ATMs. Mr. Culler indicated that they have been talking to colleagues regarding problems and issues with process. Trustee Lane voiced concern in regard to the addition of the third party payer having access to student information. Trustee McDonald inquired on the time frame of refunds being issued. Mr. Culler indicated that it would remain the same, about two weeks.

V. **SPECIAL REPORTS**

A. HFC Hospitality Studies – Center of Excellence – Board Report #4089 – Vice President Pierner

History

In the 1950s and 1960s, pioneering culinary educator Chef Herman Breithaupt, a Dearborn resident, began encouraging community colleges to initiate programs in commercial foods and culinary art - programs that focused on management as well as food preparation. Together with Dean Fred Eshleman and a committee appointed by the Statler Foundation including two Cornell University professors and local leaders in the food service and lodging industry, Breithaupt completed a study and report outlining a proposed Food Service program, which the Statler Foundation would help to fund. After the college rejected the proposal, Breithaupt began working in 1965 with a new community college under construction in Livonia to create a Culinary Arts program.

By the early 1970s, Chef Breithaupt was invited back to Henry Ford Community College by Arthur Elges to start the Hospitality Service program. He welcomed the opportunity to step back into the classroom, and implemented a new degree focused on hospitality management with an emphasis on basic knowledge of food preparation. A \$500,000 food service facility was completed in the summer of 1972, and the teaching staff was expanded.

From 1975 to 1995, the demand for hospitality education at the two-year level continued to grow. Dennis Konarski, CCE and Richard Teeple, CEC, CCE achieved accreditation through the American Culinary Federation Educational Foundation (ACFEF) in 1996. In 2002, the College opened the renovated Student and Culinary Arts Center building including five culinary labs, a 24-seat computer lab, classroom, and the Fifty One O One Restaurant. Within five years, the program was at capacity again.

Current State

The department offers two AAS degrees: one in Culinary Arts and one in Hotel/Restaurant Management. The degrees are the same in the first year, but differentiated in the second year, with the HRM students spending more time in areas of management and CA students spending more time working on advanced culinary skills. These degrees can be completed during the day or on evenings/weekends, or

a combination of day, evening and weekends. Students can attend and progress through the programs on a part-time or full-time basis.

The current enrollment in the two degrees is approximately three hundred students. In 2013, over seventy students graduated with associate's degrees in the department, and over fifty certificates were awarded.

The Culinary Arts students spend approximately two-thirds of their time in labs working hands-on with food, beverages, and service. The students work in "live" environments with real customers outside scheduled lab time at many campus and community events, dinners and receptions. This program is accredited by the ACFEF Accrediting Commission as an exemplary program, with recognition of the excellent teaching and management of the program, for a seven year term (which is the longest possible term).

Instructors and students in the program receive training and certifications from the American Hotel and Lodging Association Educational Foundation, National Restaurant Association Education Foundation, Federation of Dining Room Professionals, and the American Culinary Federation Educational Foundation.

The Fifty One O One is open for lunch Tuesday through Thursday and for dinner on Wednesday and Thursday evenings during the fall semester. The Fifty One O One also runs the Culinary Wellness "Food Truck" which serves nutrient dense, fast, inexpensive (\$5) lunches that are flavorful and satiating (and prepared using all Halal meats). The restaurant also hosts a Scholarship Dinner each semester, featuring wild game in the fall and a "Courses" menu in the winter.

Staffing

The current head of the Hospitality Studies department is Chef Eric Gackenbach, MAB, CEF (Certified Executive Chef), CHE (Certified Hospitality Educator).

Instructor Chef Joseph Cosenza, CHE serves as Chef de Cuisine for the Fifty One O One Restaurant. He orchestrates eleven regional and American themes for the restaurant per semester.

Instructor Chef Jeffery Click, CHE is the resident Banquet Chef. He helps to orchestrate the five international buffet lunches each spring semester.

Instructor Chef Kris Jablonski, CHE is the department's Pastry Chef. He is also our gardener, producing vegetables and lettuces in a local "Hoop House" over the winter and working with students to tend two substantial garden plots in the University of Michigan-Dearborn Community garden.

Adjunct Instructor Chef Jeffrey Lao, CHE, CIC (Certified Ice Carver), CICE (Certified Ice Carving Educator), is the Advisor to the Ice Carving Club, which participates and hosts carving exhibitions and competitions in southeastern Michigan and the surrounding areas.

The department also relies heavily on other long-serving, highly-skilled adjuncts.

Recent Events/Accomplishments

- Welcomed guest speaker Chef Afif Hachem from Lebanon this past spring.

- Hosts Michigan Chefs de Cuisine, local American Culinary Federation chapter meetings every February with a dinner reception and educational program for 140 area Chefs, Restaurateurs and Hospitality Professionals
- Produced off-site catered brunch for Ford family and eight-five Ford Motor Company VIPs at Henry Ford 100th birthday celebration in July, 2013.
- Produced birthday cake for 3,500 guests for the Henry Ford 100th birthday celebration.

Vice President Pierner introduced Chef Eric Gackenbach to speak on an additional “center of excellence” which embodies our vision, First Choice, Best Choice, the hospitality program. Chef Gackenbach, was joined by Chefs Joseph Cosenza, Jeffery Click, Kris Jablonski, Jeff Lao, Instructional Technicians Karen Powrycki, and Valencia Perry who gave brief remarks on their program. Former student, Wendy Lloyd-Hill, stated that as a May 2012 graduate of the program, she was well prepared for her career in the food industry.

Trustee McDonald was thrilled with how the program has bloomed and grown.

B. HFC Theatre Program – Board Report #4090 – Vice President Pierner

Part One: Theatre Website

The theatre website contains complete information about the HFC Theatre program dating back to December 1985. The numerous reviews and press articles about the HFC Theatre have been archived as well as cast and crew records. There are photos of each and every production. The website also contains a record of all HFC Theatre students who graduate with an AA Degree in Theatre. The records indicate date of graduation, transfer schools, degrees achieved as well as employment, if applicable.

Part Two: The Virtual Theatricality Lab Website

The Virtual Theatricality Lab (VTL) website contains complete information about the program that was started in 2003. There are descriptions of course offerings and the 18 credit motion capture systems certificate that teaches the skills necessary to operate film industry standard motion capture equipment. The website also contains a complete archive of all student projects created in the VTL. There are detailed archive listings of publicity related to the VTL and its various productions as well as a record of graduates and their placement in jobs or transfer to four-year institutions if applicable.

Part Three: The Virtual Theatricality Lab and *Dinosaurus!*

The Virtual Theatricality Lab provides opportunities for students interested in computer and art skills involved in high-end visual effects programs and also for students interested in the performance aspects of performing onstage and in films with visual effects. The VTL has given workshops to the Screen Actors Guild-American Federation of Television and Radio Artists (SAG-AFTRA) the American labor union representing over 160,000 film and television principal and background

performers, journalists, and radio personalities worldwide and is listed as an educational venue on The Michigan Film Office Website.

On November 1, 2014, the VTL will premiere its latest production, *Dinosaurus!* The 3D stereo animated images and scenery are projected on a 35' wide screen that covers the entire width of the Adray auditorium stage. The screen is 18' high. The images are projected in 3D and the dinosaurs appear to be next to the actors. The 3D stereo effect will make the dinosaurs appear 10' from the closest spectator. The audience wears 3D glasses. The show is for children, first-fifth grade. The equipment for this show was made possible with a grant given the VTL (Virtual Theatricality Lab) in 2012 by HFC's Technology Investment Fund Committee. The video clip from the rehearsal is to give you an idea of what the show will look like. This is not a cartoon or a movie. Live actors will INTERACT with the 3D stereo screen images. This is "Virtual Theatricality." The rehearsal video and rehearsal still images you see are not "Photoshopped" or "Greenscreen." They are from actual rehearsals of *Dinosaurus!*

Vice President Pierner introduced Dr. George Popovich who gave a quick example of how motion capture is created. A certificate in motion capture transfers to gaming programs U of M-Dearborn and EMU. He then introduced students, Gustavius Wells and Samantha York who spoke on their experience as students in the theatre program. A video clip of their *Dinosaurus!* production, which debuts November 1, was shown. In the last twenty-five years, thousands of students have been bussed in for theatre productions. This particular production includes a 4D effect (when something physical happens in the audience). The production has gotten great publicity, including a write up in *Encore Magazine* which covers professional theatre events.

VI. DISCUSSION ITEMS

None

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Action item 9 was pulled for a roll call vote.

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 8 be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

1. Square D 15kV Interrupter Switchgear – Board Report #4091 – Vice President Satkowski
Move that the award of a contract to Graybar Electric in the amount of \$26,868.91 for the purchase of Square D 15kV Interrupter Switchgear, in accordance with the specifications of Sealed Bid #15357, be approved.
2. CareerFocus Magazine – Board Report #4092 – Vice President Satkowski
Move that the award of a contract to Academic Marketing Services in the amount of \$31,932 for the printing of the CareerFocus Magazine and associated services, in accordance with Quote #10173-5B dated August 12, 2014, be approved.
3. Consulting and Architectural Services, Master Planning Project – Phase 2 – Board Report #4093 – Vice President Satkowski
Move that the award of a contract to Stantec Architecture, Inc. in the amount of \$92,200 for Consulting and Architectural Services for the Master Planning Project – Phase 2, in accordance with SHW Group proposal dated October 18, 2013, and Board Policy #2110, be approved.

HUMAN RESOURCES

4. Staff Recommendations – Vice President Eschenburg
Move that the staff recommendations, as presented in Board Report #4094: Appointment A-3; Salary Change in Status B-3 and Change in Classification C-3, be approved.
5. Human Resources Assistant, Human Resources – Vice President Eschenburg
Move that the appointment of Ms. Erika Childress to the position of Human Resources Assistant, Human Resources, at Grade 3, Step 2.5, of the 2014-2015 Henry Ford College Exempt Employees Salary Schedule, effective September 15, 2014, be approved.
6. Financial Aid Specialist, Financial Aid – Vice President Eschenburg
Move that the appointment of Ms. Maria Salinas to the position of Financial Aid Specialist, Financial Aid, at Grade 8, Step 1.5, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective September 22, 2014, be approved.
7. Senior Development Officer, Office of Development – Vice President Eschenburg
Move that the appointment of Ms. Shai James-Boyd to the position of Senior Development Officer, Office of Development, at Grade 8, Step 4, of the 2014-

2015 Henry Ford College Administrators' Association Salary Schedule, effective September 22, 2014, be approved.

8. Special Assistant to the Vice President of Information, Marketing and Effectiveness – Vice President Eschenburg

Move that the appointment of Ms. Terrilyn Hagen to the position of Special Assistant to the Vice President, Information, Marketing, and Effectiveness, at Grade 2, Step 4.5, of the 2014-2015 Henry Ford College Exempt Employees Salary Schedule, effective September 15, 2014, be approved.

BOARD ADMINISTRATIVE SERVICES

9. Calling for a Closed Session – Board Chair Hussein Berry

Motion offered by Trustee Schoolmaster and seconded by Trustee McDonald to move that a Closed Session to discuss personnel matters, per Section 8(a) of the Michigan Open Meetings Act be held on Monday, October 20, 2014, upon adjournment of the regularly scheduled meeting be approved with the following roll call attached: Ayes: Trustees Guido, Lane, McDonald, Schoelles, Schoolmaster and Chair Berry. Nays: None. Absent: Trustee Adams.

VIII. BOARD OF TRUSTEES BUSINESS

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

Trustee McDonald thanked everyone for all the get well wishes sent her way.

IX. ACKNOWLEDGEMENT OF CORRESPONDENCE

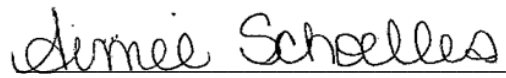
X. FUTURE MEETING DATES

- A. Monday, October 13, 2014, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, October 20, 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, October 20, 2014, **HFC** Board of Trustees Meeting (Closed Session), immediately following the regularly scheduled meeting, at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.
- D. 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.

E. 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.

XI. ADJOURNMENT

Meeting adjourned at 9:02 p.m.



Aimee Schoelles, Secretary