

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
JANUARY 20, 2015**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 20, 2015, at the Henry Ford College Administrative Services and Conference Center at 7:02 p.m. by Chair Schoelles.

**ROLL CALL**

On roll call, the following were present: Trustees Bazzi, Guido, Lane, McDonald, Meade, Petlichkoff and Chair Schoelles. There being a quorum, the meeting was declared in session.

**IA. NEW BOARD TRUSTEES – OATH OF OFFICE**

Board trustees, Mariam Bazzi, Michael Meade, and Mary Petlichkoff took the Oath of Office, which was administered by Chair Schoelles.

**II. APPROVAL OF MINUTES**

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

Regular Meeting – December 15, 2014

Special Meeting – December 15, 2014

Special Meeting – December 19, 2014

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

Recognition items and acknowledgements were read by Kayla Walsh. Kayla is in her second semester in the Medical Insurance Specialist program. She also works in the Counseling Center part time.

- The Office of Development appreciates the support of Trustee McDonald in helping the Henry Ford College Foundation secure a gift from the Dearborn Kiwanis Club in the amount of \$500 to be used toward a scholarship for a music student.
- On December 31, 2014, the Henry Ford College Foundation, on behalf of the College, received a \$1m gift from the Estate of Arthur Kochoff. Mr. Kochoff was an alumnus of Henry Ford College who received four Associate Degrees from HFC before transferring to University of Michigan-Dearborn at the age of 75 in 1992. In accordance with the written instructions of Mr. Kochoff's estate, the Arthur Kochoff Endowed President's Scholarship Fund will be used to support needy students at HFC with tuition, fees and books.
- Congratulations to President Stan Jensen on his two recent achievements: Dr. Jensen has been chosen by the 2015 Chamber Choice Awards & Expo Committee

as the recipient of the Business Leader of the Year Award. This is a prestigious award given to a business leader in the Dearborn area that has demonstrated outstanding achievement and qualities in leadership. Dr. Jensen will be recognized at the Chamber Choice Awards & Expo on Friday, March 13, 2015 at the Henry Hotel in Dearborn. Dr. Jensen was also selected as the recipient of the 2015

Cornerstone University Alumnus of the Year award. This award celebrates and honors outstanding work and contribution to the community. The 2015 Winter Gala celebration will take place on Friday, February 6 at the Frederik Meijer Gardens and Sculpture Park in Grand Rapids.

- HFC Honor's student, John Atallah has won (through a rigorous, national application process) an assignment to serve in the AmeriCorps City Year program. This program is the equivalent of a domestic Peace Corps. John will begin his assignment in the fall semester of 2015. He has a stellar academic average and could easily have transferred to a premier four year institution. He has chosen instead to direct his talents for a year toward teaching urban youth in the city of Detroit.
- Six winners from HFC received the Community College Summer Fellowship Research Award provided by the University of Michigan-Ann Arbor. These six winners included Diana Jomaa, James Stambaugh, Nasreen Al-Hassan, Alaa Heshmati, Hussein Al-Sabbahi, and Yanil Rodriguez-Breton. All six of the HFC winners are from the Honors Program. Forty-two of these awards were given throughout the state to students from the twenty-eight community colleges in Michigan. HFC tied with Washtenaw Community College with the highest number of winners. Applicants must submit a research project plus a profile of themselves and their academic record. If they win, they are paid a full-time stipend to do research in the area they have specified with an U of M-AA professor. The fellowship lasts the entire summer.
- Beth Gierada, from the Office of the Registrar, has been appointed to the MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers) 2015 Conference Planning Committee.
- Joseph Cosenza, a Culinary Arts faculty member, earned his designation of Certified Executive Chef from the American Culinary Federation.

Trustee McDonald added that she, along with Trustee Lane, Superintendent Whiston and former Board Trustee Hussein Berry, attended an excellent MLK interfaith service over the weekend and commended the HFC chorus under the direction of Kevin Dewey on the excellent job they did while performing at the event.

#### **IV. PRESIDENT'S ITEMS**

- President Jensen and Chancellor Dan Little, U of M-Dearborn, jointly provided opening remarks to faculty and staff from both education institutions who participated in the combined effort MLK Day of Service project. President Jensen thanked all participants for this great tribute.
- President Jensen informed the Trustees that enrollment for the winter semester is currently down three percent when compared to last year. He added that the budget for this fiscal year was built on an anticipated eight percent decline and Vice President Satkowski will speak more on the current budget during his report.
- President Jensen has received many great comments on badging of buildings and signage. Kudos to all involved in the signage effort.

#### **V. SPECIAL REPORTS**

- A. HFC Foundation Scholarship Award Process – Board Report #4121 – Vice President Best

The Henry Ford College (HFC) Foundation was established in 1982 by the Board of Trustees as a tax-exempt organization for the explicit purpose of raising funds in support of the College's mission of providing affordable and accessible educational opportunities to area students and residents. Today, the HFC Foundation's mission is to create awareness and generate support for Henry Ford College by building sustainable relationships with such constituencies as business, civic and community leaders, alumni, corporate educational partners and philanthropic foundations and individuals of influence and affluence to encourage investment in and advocacy for the College. Toward this end, the HFC Foundation manages a \$12 million endowment with more than 200 scholarship funds from a variety of donors. Annually, approximately \$300,000 is available to be awarded to students in the form of scholarships.

In comparing the amount of scholarship funds available through the HFC Foundation to the amount of scholarships actually awarded for the past five years, the team has identified that less than fifty percent of the funds are awarded on an annual basis. Over the last five years, 25 percent of the available scholarship funds are awarded to applicants, which equates to approximately \$300,000 annually.

The team also noted the following from a review of the application and awarding process and five year data trends:

- 25 percent of the applicants receive awards
- Historically, many students apply for scholarships for which they do not meet the criteria; e.g. a Culinary Arts major applies for a scholarship designated for a student who must be in the Nursing program.
- Many of the scholarship funds have over-restrictive or outdated criteria e.g. requiring a major that is not offered at HFC.
- Manual administrative processes create a cumbersome, time intensive and inefficient award process.
- Scholarship funds that are not disbursed to students are not reallocated to other qualified students.

AcademicWorks software is designed to directly address matching the applicant qualifications with the criteria of the scholarship funds. However, the data indicates it will be necessary to institute a robust marketing campaign in order to attract and increase the number of applicants who meet donor criteria.

The issues identified upon review of the current process have been categorized into three distinct areas: managing the application and selection process, marketing the scholarship program, and donor management.

### **Managing the Application Process**

The issue of manually reviewing each scholarship application results in a time intensive process for HFC staff members, increased probability of error, and does not ensure that applicants meet the scholarship criteria. In addition, the Scholarship Review Committee often reviews illegible and incomplete applications which significantly decrease the productivity of the committee. Due to the nine month manual process currently in place, there is no procedure to disburse funds that are not awarded during the review process to other qualified students in a timely manner.

### **Marketing the Scholarship Program**

The issue of how the scholarship program is marketed to current and prospective students results in a large number of ineligible applicants. The proposed changes in this area should result in an increase in the number of applications received as well as an increase in the funds that are awarded during the application process.

### **Donor Management/Stewardship**

The issue of over-restrictive and outdated criteria for many of the scholarship funds results in few and/or ineligible applicants. In addition, the review of the current process determined that the written criteria for some scholarship funds may be incomplete or missing. As a result, some donors feel disconnected from the college and the scholarship process.

### **Five Year Scholarship Award Data**

<u>Award Year</u>	<u>Total Amount Awarded</u>	<u>Number of Students Awarded</u>
2009	\$319,219.30	475
2010	\$382,623.00	497
2011	\$390,749.40	517
2012	\$381,858.50	484
2013	\$333,089.00	349

In an effort to more efficiently manage scholarship processing, HFC purchased AcademicWorks software in September 2014. AcademicWorks is the leading provider of scholarship management solutions for colleges, universities and foundations. AcademicWorks combines a unique blend of market experience, product innovation, outstanding customer service and cloud-based software delivery to offer clients benefits that are unmatched in the industry.

Based on the market experience, customer service, implementation, integration and security features of the product, the College believes the purchase will eliminate the lengthy manual processes and better match applicants to available scholarship funds.

To date, AcademicWorks has conducted a comprehensive review of HFC's scholarship funds, application forms, and business processes in order to develop an online tool that maximizes the ability of students to search for relevant scholarships while reducing administrative oversight and management. This new, fully online process has been live since November 15, 2014.

Vice President Best gave an overview slide presentation comparing the prior scholarship process with the new process put into place this year. A brief video-clip on the Academic Works software was also shown. Discussion ensued on how to "market" scholarships available to students as well as make it a less complicated process. Vice President Best stated that he is working in conjunction with Vice President Copprue in recruitment efforts at various venues. Vice President Copprue added that a scholarship option is currently available on the payment screen and will look into further enhancing the scholarship feature. Vice President Best thanked his administrative assistant, Stacy Striz, for all her efforts as she was instrumental in implementing the new software and process.

B. Title IX – Board Report #4122 – Vice President Copprue

**Background**

Title IX, passed in 1972 as part of the Education Amendments, is the federal civil rights law forbidding discrimination based on sex or gender in programs receiving federal funding. This regulation applies to students, employees of the institution, third parties or visitors of Henry Ford College.

This regulation requires compliance in various aspects, such as sex discrimination policies that include specific sexual misconduct policies; such as all forms of sexual misconduct (sexual harassment, sexual exploitation, non-consensual sexual contact, non-consensual sexual intercourse), pregnancy issues in programs, and athletics; equity in athletics, retaliation based on a complaint, Lesbian Gay Bisexual Transgendered Queer & Questioning (LGBTQQ) issues, pay differentials, quid pro quo, and providing equitable procedures to both parties when attempting to resolve issues (due process argument).

The Violence Against Women Reauthorization ACT/Campus SaVE Act published October 20, 2014, added a new section to Title IX compliance entitled, "Campus Sexual Violence Elimination Act" (Campus SaVE Act), which also amends the Clery Act (and the Higher Education Act of 1965) -Sec. 304 and adds new sexual misconduct categories: sexual assault, domestic violence, dating violence, and stalking. It separates ethnicity/national origin and includes sexual orientation. This act requires that institutions show "Good faith effort" immediately and compliance by July 1, 2015.

Violations will result in monetary fines imposed by Office of Civil Rights, damage to College's reputation, lawsuits by parties involved, and loss of Title IV funding.

**Henry Ford College Update**

The Vice President of Student Affairs, Vice President of Legal Services, Vice President of Administrative Services, and the Student Conduct and Compliance Manager/Title IX Coordinator have focused on solidifying the following aspects of compliance:

1. Identified and provided the campus community with the names of the Title IX Coordinator/s
  - a) Student Title IX Coordinator – Ms. Aura Cazares
  - b) Employee Title IX Coordinator- Ms. Lynn Borczon
2. Review and update the grievance process to incorporate required components and to:
  - a) Provide a prompt & equitable response to complaints
  - b) Stop the discrimination (if found)
  - c) Remediate the harm (when appropriate)
  - d) Prevent future occurrence
3. Adopt and disseminate Nondiscrimination policy.
4. Informed faculty and staff they are "responsible employees" and process on January 7, 2014.
5. Reviewed and update the sexual misconduct policy to comply with Title IX, Clery and VAWA (Violence Against Women Act).

6. Facilitated Title IX/VAWA compliance training for team responsible for investigations in November 20, 2014.
7. Attended the Michigan Clery Act and Sexual Assault Response and Investigation training on December 2, 2014.
8. Planning Title IX/VAWA investigation and credibility assessment training (upcoming in the near future).
9. Reviewed and are in the process of creating a portal that includes on-line tools for students, staff, and third parties.
10. Currently reviewing the Title IX structure so it aligns with Henry Ford College's size and organizational structure.
11. Formulating training for students as part of orientation.

### **Conclusion**

The team will continue to solidify processes and training over the next six months.

Vice President Copprue introduced Aura Cazares, who currently serves as both Student Conduct and Compliance Manager and Student Title IX Coordinator at the College, who gave a brief overview of what must take place in order for the College to be in compliance by July 1, 2015. Vice President Copprue stated that the College has always had a process in place to deal with these issues; however, the main current issue is to make sure everyone on campus knows that they are responsible employees as well as tightening of procedures.

## **VI. DISCUSSION ITEMS**

### **A. FY 2014-2015 Mid-Year Budget Adjustment – Board Report #4123 – Vice President Satkowski**

Mid-year budget adjustments are required for the initial FY 2015 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.

Revenue for Tuition and Fees is recommended to be increased by \$2 million to reflect that enrollment for the fall and winter was better than projected. The budget was built with an assumption of an eight percent decline in enrollment. However, fall enrollment was up by about one percent and winter enrollment was down by only three percent. A recommended tuition increase effective the winter 2015 semester was not implemented which resulted in a Tuition and Fee reduction of \$1.2m. Therefore, the "net" adjustment to revenue for FY 2015 is an \$800,000 increase.

In reviewing the status of the Bad Debt write-off, current trends will allow for an additional reduction of \$100,000 to the write-off category.

Expenses have been reviewed and those reductions from the various categories total \$850,000. One area of reduction in particular is a \$100,000 reduction to the insurance budget which is noted in the attached document identifying areas for reduction.

Based upon the noted revenue increases and expense decreases, additional expenses that were deferred until enrollment was known are being recommended. Of

particular note is an increase in our roofing repair budget of \$150,000 and furniture upgrades for classrooms of \$200,000. Total expense increases are noted as \$1,297,000 as well as an increase for bonds payable of \$300,000. With the recommended adjustments, the net surplus will change from \$2,531,529 to \$2,584,529 an increase of \$53,000.

## **VII. ACTION ITEMS**

### A. Citizen Participation

Corinne Asher, faculty member, thanked the Board of Trustees for approving her sabbatical leave.

### B. Special Consideration of an Action Item

None

### C. Motion to Approve Action Items

Resolution offered by Trustee McDonald and supported by Trustee Guido was adopted with unanimous approval attached to move that action items 1 through 7 (#7 P-12 Supplement Action item) be approved as recommended.

## **FINANCE**

None

## **BIDS AND CONTRACTS**

1. Virtual Workplace Simulation Training for M-SAMC – Board Report #4124 – Vice President Satkowski

Moved that the award of a contract in the amount of \$88,410 to Pendaran, Inc. for a Virtual Workplace Simulation training program for Multi-State Advanced Manufacturing Consortium members participating in the TAACCCT Grant Project, in accordance with Pendaran's proposal dated December 19, 2014, be approved.

2. Cisco Emergency Responder Solution for Enhanced 911 Services – Board Report #4125 – Vice President Satkowski

Moved that the award of a contract to Sentinel Technologies, Inc. in the amount of \$38,792 for the purchase and installation of an Emergency Responder Solution for Enhanced 911 Services, in accordance with Sentinel's Proposal #062 dated December 11, 2014, be approved.

## **HUMAN RESOURCES**

3. Staff Recommendations – Vice President Eschenburg



Moved that the staff recommendations, as presented in Board Report #4126: Appointment A-7; Salary Change in Status B-7; and Expression of Sympathy C-7, be approved.

4. Supervisor of Admissions and Recruiting, Enrollment Services – Vice President Eschenburg

Moved that the appointment of Mr. Jeremy Guc to the position of Supervisor of Admissions and Recruiting, Enrollment Services, at Grade 5, Step 5, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective January 26, 2015, be approved.

5. Manager, Teaching Learning Support Services – Vice President Eschenburg

Moved that the appointment of Ms. Debra Smith to the position of Manager, Teaching Learning Support Services, at Grade 7, Step 4, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective, January 20, 2015, be approved.

#### **BOARD ADMINISTRATIVE SERVICES**

6. Financial Institution Designations and Practices Resolution – Board Report #4127 – Vice President Satkowski

Moved that the resolution as presented in Financial Institution Designations and Practices Resolution – Board Report #4127, be approved.

#### **VIII. BOARD OF TRUSTEES BUSINESS**

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

Trustee Schoelles asked for a report on the MLK Day of Service events that took place on Monday, January 19, 2015. Vice President Copprue stated that a special report has already been placed on the February Board agenda on the events.

- C. Board Member Commentary

Trustee Petlichkoff thanked all those who supported, encouraged and helped her in her return as a Board Trustee.

#### **IX. ACKNOWLEDGEMENT OF CORRESPONDENCE**

None

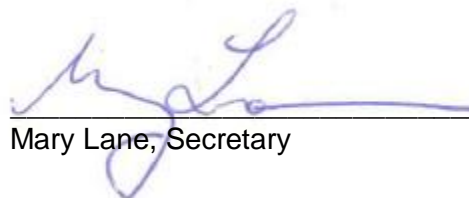
#### **X. FUTURE MEETING DATES**

- A. Friday, January 23, 2015, **P-12** Board of Education Retreat, 5:00 p.m., at the Administrative Service Center, in the Superintendent's Conference Room.

- B. Saturday, January 24, 2015, **HFC** Board of Trustees Retreat, 8:00 a.m., at the Administrative Services and Conference Center, in the Rosenau Board Room.
- C. Monday, February 9, 2015, **P-12** Special Board of Education Meeting (Closed Session - Expulsion), 6:00 p.m., at the Administrative Service Center, in the Superintendent's Conference Room.
- D. Monday, February 9, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- E. Monday, February 16, 2015, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

**XI. ADJOURNMENT**

Meeting adjourned at 8:20 p.m.



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Mary Lane, Secretary