

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
OCTOBER 19, 2015**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, October 19, 2015, at the Henry Ford College Administrative Services and Conference Center at 7:04 p.m. by Chair McDonald.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Petlichkoff, supported by Chair McDonald, was adopted unanimously by those members present, that the minutes of the Special HFC Meeting, September 11, 2015 and the Regular HFC Meeting, September 21, 2015, be approved.

Hearing no other corrections or additions, Chair McDonald attached a unanimous affirmative vote.

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by Kaylee Jones. Kaylee is a new student at Henry Ford College and a recent graduate of Stevenson High School in Livonia. She is a Science Major and plans to transfer to Michigan State University in pursuit of a Bachelor of Science and then a doctorate degree in Genomes and Molecular Genetics.

- Janice Gilliland (Math and Science) and Jennifer Ernst (Communications) presented "Reach Out and I'll Be There: The Intricate Balance of Supporting Students" at the Michigan Community College Student Success Summit in Lansing on October 1.
- Dr. Hassan Mohseni Nameghi has been selected to present "A Practice of Engineering Design Process for a National Competition" at the Project Lead the Way conference at Eastern Michigan University on October 28.
- Jennifer LaRose, Nasser Beidoun, Nahla Haidar, and Deborah Zopf have been selected to present "Finding the Best Fit Pathway for Developmental Math Students" at the American Mathematical Association of Two Year Colleges Annual conference in New Orleans on November 21.
- Cassandra Fluker, Student Activities Officer, received a commendation letter from the National Society of Leadership and Success, recognizing her for "motivating Society members to attain individual goals, demonstrate leadership and continually

strive for success.” She was also recognized for “exceptional service and leadership efforts on the HFC campus.”

- Marlene White, HFC Children and Families department faculty member was awarded a Michigan Association for the Education of Young Children NAEYC Early Childhood Associate Degree Accreditation Grant in the amount of \$14, 840. As a recipient of this grant, HFC will be part of nine other Michigan colleges seeking NAEYC Early Childhood Associate Degree accreditation or reaccreditation in the next two years.
- Gail Bock, Veterans Affairs Certifying Official, received a letter of commendation from the City of Dearborn. Ms. Bock received this commendation as a result of her work to earn the college gold-level, veteran-friendly school distinction by the Michigan Veterans Affairs Agency. The City of Dearborn also thanked her for her commitment to students who are veterans.
- The Henry Ford College Foundation received a \$10,000 endowment check from Matthew J. O’Bryan, President/COO of KLA Laboratories, Inc. to start the KLA Laboratories, Inc. Technology Scholarship Award. Mr. O’Bryan also gave two \$1,000 scholarship checks to be awarded to deserving students beginning next month. This scholarship will provide financial support for up to two students who are currently enrolled in HFC’s Computer Networking Technology (CNT) program and is inclusive of tuition, books and lab fees for CNT 200, the final course in the CNT program.
- October is Domestic Violence Awareness month. In an effort to encourage reflection and education, Henry Ford College created a traveling exhibit entitled “Silent Witness” which will be on display in various buildings on campus this month.

IV. PRESIDENT’S ITEMS

- The Great Lakes Leadership Academy (The Chair Academy) training began today on campus. Participants come from the United States and Canada. Thirteen participants are from HFC.
- The Commission on Accreditation for Medical Programs (CoA-OMP) awarded HFC continuing accreditation for the Ophthalmic Technician program. The next site visit will be in 2020.
- Daily Cash Flow and September budget figures were reviewed.

IV. SPECIAL REPORTS

- A. Program Review – Board Report #4221 – Vice President Chadwick

This report was pulled from the Agenda.

V. DISCUSSION ITEMS

- A. Henry Ford College Audit Presentation for Year Ended June 30, 2015 – Board Report #4222 – Vice President Satkowski

Vice President Satkowski introduced Michael Schrage and Dana Coomes, Plante Moran auditors, who gave a slide presentation on audit findings for the fiscal year ending June 30, 2015. Mr. Schrage stated that it is a good audit report with an

unqualified clean opinion that will be incorporated into the P-12 report. (The Federal Awards audit is also clean for non-compliance issues which total \$80 million.) A major issue contributing to a lower general fund position, in addition to decreases in enrollment and state appropriations, is the effect of GASB 68 which is an accounting pronouncement which includes all of the schools in Michigan to record their share of unfunded pension liability. He added that although he doesn't want to understate the great accomplishment of the turnaround, he cautions that the margin of difference between revenue and expenditures is shrinking. He suggested that one tool that would be useful would be to use a multi-year budget/forecast. Based on conversations with President Jensen and Vice President Satkowski work has already begun on this to make sure the financial structure is sustainable.

B. Proposed Technology Investment Fund Project – Board Report #4227 – Vice President Satkowski

Listed below is a summary for a project recommended for funding by the Technology Investment Committee (TIC).

Project Director Division/Department	Nature of Request	Approved Funding
Carol Sloan Social Science/Arts and Fitness	Exercise and classroom science equipment	\$51,269
	Total Funds	\$51,269

The Technology Investment Committee held an open meeting on September 18, 2015 to hear presentations from divisions/departments requesting funds. The committee recommended this proposal for funding. This project has also been reviewed by College administration which offers its support. The total value of this TIF project for which the committee is recommending is \$51,269.

RECOMMENDATION:

The College administration concurs with the Technology Investment Committee and recommends this project be approved for funding by the HFC Board of Trustees.

Vice President Satkowski introduced Robert James, Chair of the Technology Investment Committee, who provided background on the project selection. The funding for the projects is generated from the \$2 technology fee that students are assessed. Trustee Meade asked if there is an opportunity for feedback from the students on the projects awarded. Mr. James responded that the final report includes student feedback.

VI. ACTION ITEMS

A. Citizen Participation

John McDonald, HFCC-FT, 1650 President, spoke on the 7:10 p.m. blue card submission deadline and the audit presentation.

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Trustee Meade and supported by Trustee Petlichkoff was adopted with unanimous approval attached to move that action items 1 through 6, be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

1. Classroom Audio Visual Systems – Board Report #4223 – Vice President Satkowski

Moved that the award of a contract to Troxell Communications in the amount of \$40,961.50 to install nine (9) Classroom Audio Visual Systems, in accordance with the specifications of Sealed Bid #16436, be approved.

2. Apple iMac Computer Systems – Board Report #4224 – Vice President Satkowski

Moved that the award of a contract to Apple Computer, Inc. in the amount of \$29,085.00 for the purchase of Apple iMac Computer Systems, in accordance with Apple Proposal #2101958338 dated October 12, 2015, be approved.

Trustee Lane asked if the computers would be for a classroom or a lab. Vice President Pierner replied that they are for a graphic design lab.

3. Control Panel Building Project Kits for Michigan Advanced Technician Training – Board Report #4225 – Vice President Satkowski

Moved that the award of a contract to Adaptive Manufacturing Solutions LLC in the amount of \$76,335 for the purchase of fifteen Control Panel Building Project Kits, in accordance with Quote #30960 dated October 12, 2015, be approved.

HUMAN RESOURCES

4. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4226: Resignation A-5; Appointment B-5; Return from Leave of Absence C-5; and Achievement of Tenure D-5, be approved.

BOARD ADMINISTRATIVE SERVICES

5. Changes to Public Policy 7250 – Vice President Husband

Moved that the Changes to Public Policy 7250 as presented in Board Report #4213, Attachment A, at the September 21, 2015 Board meeting be approved.

6. Cell Tower Property Easement Use – Lump Sum Payment – Vice President Satkowski

Background Information: Upon completion of negotiations with Crown Castle as presented and approved in Board Report #4104 at the November 17, 2014 Board meeting, the College administration is asking for approval of payment option one.

Moved that the lump-sum payment of \$320,000 to Henry Ford College from Crown Castle for cell tower property easement usage for sixty (60) years be approved.

Trustee Petlichkoff asked where the cell tower was located on the property. President Jensen responded that it is on the SME building site and is not anywhere that would impede functionality of the site.

BOARD ADMINISTRATIVE SERVICES

None

VII. BOARD OF TRUSTEES BUSINESS

A. Board Member Reports

Trustee Petlichkoff reported on behalf of the Audit Committee which met on Monday, October 12 in regard to the audit that was presented. She stated that the Trustees had received an additional sixty-two page document on the audit and although the College is doing well considering where we came from, we have to move forward with a lot of thoughtfulness, due diligence and consider outcomes. Trustee Lane added that she would like to have an update on any items that need to be addressed.

B. Requests for Information and/or Future Agenda Items

Chair McDonald would like to know if and where we have bike racks on campus.

Trustee Meade would like a report on the MCCA Student Success conference and the Guided Pathways initiative.

C. Board Member Commentary

Trustee Petlichkoff stated that she is a member of the City of Dearborn and Beaumont/Oakwood Coalition for a Healthy Dearborn. The coalition was formed to encourage healthy lifestyle changes and eating habits in Dearborn. The kick-off event was a healthy bike ride which took place yesterday. She added that she will be coming to the College for volunteers to set-up a sub-committee to work with the coalition on opportunities to engage staff and community.

VIII. ACKNOWLEDGEMENT OF CORRESPONDENCE

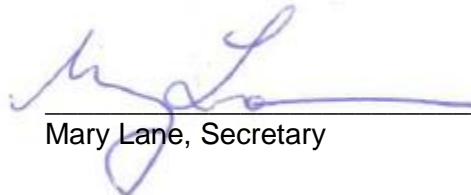
Trustee Petlichkoff stated that she had received several letters from Local 1650 and the Board of Trustees received a letter from Local 71 at their seats this evening.

IX. FUTURE MEETING DATES

- A. Monday, November 9, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, November 16, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.
- C. Monday, December 14, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- D. Monday, December 21, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

X. ADJOURNMENT

Resolution offered by Chair McDonald, was adopted unanimously by those members present, that the meeting be adjourned at 8:07 p.m.



Mary Lane, Secretary