

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

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, April 20, 2015, at the Henry Ford College Administrative Services and Conference Center at 7:04 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.

II. APPROVAL OF MINUTES

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

Regular Meeting – March 16, 2015
Closed Session – March 16, 2015

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgements were read by Mounira Almadrahi a second-year student studying pre-biology. Mounira is active as the vice president of Amnesty International, secretary of the International Student Organization, member of the Muslim Student Association, and also the newly elected president of Phi Theta Kappa.

- The video for our HFC team semifinalists for the National Science Foundation project can be found at the link below. One of our Engineering faculty led this effort.
http://www.nsf.gov/news/special_reports/communitycollege/semifinalist-videos.html
- The Eshleman Library's first "Forgive-a-Fine Day" was held the week of March 16, 2015, and it was a success! The library forgave \$206.50 in fines, recovered forty-four overdue books, and received 106 food items that will be donated to Gleaners Food Bank in Detroit.
- Miriam Hamad, a Dearborn Center for Math, Science and Technology student, won fourth place at the Science and Engineering Fair in Detroit for her submission on the Effect of Natural Oils on the Growth of *S. Epidermidis*. Ms. Hamad worked with Jolie Stepaniak on her project.
- Debra Szymanski and Kim Najarian were recognized by the Commission on Accreditation for Respiratory Care (CoARC) to receive the *Distinguished Registered Respiratory Therapist Credentialing Success Award* for their Respiratory Therapist Program. CoARC views the RRT credential as a measure of a program's success in inspiring its graduates to achieve their highest educational and professional aspirations.

- Sofia Beydoun, a nursing instructor at HFC, was recognized at Oakwood Hospital as being an exceptional nurse. It was noted that she is a timely, compliant professional, watchful of her students, a wonderful educator, and an outstanding patient advocate and caregiver.
- Cynthia Berrien was chosen Woman of the Year at the 2015 Women's Recognition Luncheon on March 27. Cynthia works in Building and Grounds and keeps everything running smoothly on this campus.
- And finally, congratulations to Dr. Stan Jensen for representing Henry Ford College, as well as other male CEOs, on a women's empowerment panel. He was the only man on the panel. President Jensen spoke to supporting the upward mobility of women in the work place at the Dearborn Area Chamber Business Builders Breakfast held Tuesday, April 14, at 7:30 a.m.

IV. PRESIDENT'S ITEMS

President Jensen informed the Board that if they did not have time to read the Winter 2015 CPI Team books which were distributed, they could go directly to the project statement and Gantt chart in each book for an overview of the team project and recommendations. Chair Schoelles commented that the CPI teams are a wonderful concept that keeps teams engaged and coming up with wonderful ideas. She appreciates all who participate. Trustee Lane agreed with Chair Schoelles adding that teams bring people together who normally don't work together. She would like to see a CPI team on keeping the escalation of costs down. Chair Schoelles added that she would like a team formed to work on dual enrollment.

V. SPECIAL REPORTS

A. Multi-State Advanced Manufacturing Consortium (M-SAMC) – Board Report #4149 – Vice President Pierner

The Division of Industrial Technology has led the U.S. Department of Labor Multi-State Advanced Manufacturing Consortium since its award in October 2012. The focus of the grant is to rebuild manufacturing education in a 21st century context at 13 community colleges spanning ten states. Each partner college is aligned with an automotive OEM (Original Equipment Manufacturer) and numerous suppliers. Through these local partnerships, and consortium grant resources, partner schools are significantly improving their manufacturing programs.

At each college the grant-funded Implementation Facilitator works the project agenda. Many schools have selected facilitators that came from or will remain as full-time faculty or staff after the grant period. National leadership is achieved through the Executive Steering Committee, made up of College President's and Executives, and Industry training and education leadership level managers. In addition the members of the Consortium's four Innovation Teams create the strategies, topics, work efforts, and products of the grant. The four Innovation Teams are: Curricula; Modalities of Instruction; Student Support Services; Administrative Improvements. The grant will complete September 30, 2016.

Each year of the project has required a similar organizational development strategy. Annual activity has been to orient and facilitate the Innovation Teams, create a governance structure, determine technological support requirements, and ensure clear communication of the project plan and implementation strategy. Resources have been acquired for essential phase related deliverables.

Staffing on each team and at colleges is complete, and communication with institutional leadership is established. The evaluation of the project programs during their implementation is the work at hand. This should finalize the initial development of information portals, data sharing agreements, survey instruments, and other tools used to collect implementation data on students, programs, and process undertaken throughout the grant period.

Early adopters of competency-based curricular implementation developed processes for curriculum review and deployment, designing and equipment planning for industry-like labs, development of benchmarking processes and improvement, capturing of student/employee data, faculty development, and the cultivation of relationships with industry partners, as well as local workforce agencies.

A foundation for improved alignment of college courses with industry needs is an "Integrated Manufacturing Systems Simulator". At least one simulator has been installed at each college partner's site. These simulators are used to introduce students to Integrated Systems at the beginning of each program as well as for assessment for learned skills in capstone projects. The simulators create an environment in the lab that provide students with the essential system troubleshooting skills critical to the success of our industry partners, on equipment identical to that which they will interface with in industry.

As manufacturing employment in the Original Equipment Manufacturers is increasing, multiple initiatives to develop pipelines to manufacturing employment occurred with partner colleges. This includes Manufacturing Boot Camps with Nissan in Tennessee, Toyota's scholarship programs in Kentucky and Texas, and a German like Dual education system program with primarily German companies in Michigan (MAT2).

Partner schools continue to build out local capacity through new partnerships for manufacturing education. This includes Jefferson Community College in Louisville and the creation of a Southern Virginia Center for Advanced Manufacturing. This also included workforce development projects for manufacturers in the City of Detroit, Dearborn and across the region. Careful implementation of the supporting project structure has resulted in a solid base of partnership among M-SAMC members. We intend to continue to survey the best practices within the member institutions for replication across the Partner States.

In the last and current quarter the primary national partner activities are centered in the areas of manufacturing educational lab preparation; capacity building at partner institutions that address the new model of competency based education; the utilization of an expanding data library of job skills and objectives; benchmarking the impact of the new educational approach in industry (Nissan); and partner outreach to their regional business, agency and educational partners to enhance services for

TAA related service populations. At the local level partners worked with their industry partners to improve manufacturing employee education approaches, piloting of the integrated systems educational approach, and addressing community needs to create/enhance pipelines from Secondary Education to Community College degrees and certifications, and beyond to College/University programs through extended degrees (62-90 credit hours transferable towards Bachelor's degrees).

Gary Saganski, Associate Dean of Industrial Saganski, introduced Scott Jedele who is the lead on the industry portion of the grant and handles the daily operations. Mr. Jedele gave PowerPoint presentation on the national leadership and local benefit of the grant. Discussion ensued on how the administration of this grant will enable us to more easily administer future grants and programs as information is kept in a repository and can be taken apart and put back together as needed for the particular grant or program.

B. Diversity and Cultural Education at Henry Ford College – Board Report #4150 – Vice President Copprue

Community colleges are becoming increasingly rich with diversity, attracting students from varying backgrounds and all walks of life. Henry Ford College is an institution where students learn about, and develop an appreciation for, the many facets of diversity (cultural, religious, social, political, sexual orientation, age, etc.). Students who experience diversity while in school gain an enhanced educational experience and are better prepared for the workforce and multicultural environments. Diversity fosters trust, sharing, collaboration, and innovation. Campuses with diversity help to build respect, acceptance, and understanding for differences as well as cultivate better relationships among faculty, staff and students.

Henry Ford College is very diverse and reflective of its community. Through the offerings of varied opportunities, our students are compassionate, knowledgeable, respectful, and appreciate the differences that the College presents. Students learn how to work with others, how to adapt to change, and how to positively view dissimilarities as well as similarities. HFC is diverse in its demographics, programs of study and student programming.

Henry Ford's student body consists of <1 percent American Indian, 2 percent Asian, 23 percent African American, 2 percent Hispanic, <1 percent Native Hawaiian, 1 percent International, 25 percent Unknown, 1 percent Two or More Races, and 45 percent White (Fast Facts 2013/2014).

Special student populations include, but are not limited to: dual enrolled (includes Early College and Collegiate Academy), FTIAC, guest, veterans, at-risk, transfer, international, economically disadvantaged, senior citizens, assisted learners and honors.

Many programs, including an institutional standing committee, have been established by the College to foresee demographic shifts and global change and to provide the appropriate educational activity:

- Council of World Cultures (1994), formerly named Council of American Cultures, fosters global awareness and understanding through the study of cultures throughout the College and greater community. The primary focus is to initiate, encourage and support activities, events and educational opportunities that promote a better understanding of cultural, political, economic, religious, and social issues around the world. The following are standard events sponsored by CWC: Building Bridges Lecture Series, Globefest, and the Around the World Concert Series.
- Arab Cultural Studies Program (2011) provides students with a rigorous academic foundation on which to continue advanced study at major colleges and universities specializing in Arabic language, literature and cultures. This program takes a multi-disciplinary approach to the study of Arabic, Arab Americans and Middle Eastern cultures.
- Religious Studies Program provides a broad overview of the world's religious traditions. Students explore the histories, beliefs, practices, and philosophies of various religions using the analytical principles of the social sciences and humanities.
- English Language Institute ELI (2001) offers instruction in American English language and culture to international students and members of the community.
- World Languages Program offers courses in French, Arabic, Spanish, German, Mandarin Chinese and Italian.
- Culinary Arts Program offers hands-on experience serving and preparing international meals from around the world. Students develop a comprehensive picture of cuisines of the various countries.

HFC student clubs are diverse and reflective of the student body. Clubs are classified as academic, cultural, faith-based, honors, political/social activism or recreational. Many events are sponsored by student clubs such as Black History Month activities, lectures of Islam, cultural days, community service projects, and awareness programs.

Henry Ford College promotes diversity acceptance and understanding, and presents an education that prepares students to succeed in a global society.

Vice President Copprue introduces Cassandra Fluker, Student Activities Officer, who spoke on diversity a hallmark of the College. Ms. Fluker creates and maintains a culture of diversity and self-exploration on campus. The information provided was collected from the forty-two clubs on campus.

VI. DISCUSSION ITEMS

A. Proposed Technology Investment Fund Projects – Board Report #4151 – Vice President Satkowski

Listed below are summaries for four projects recommended for funding by the Technology Investment Committee (TIC). The listing of projects does not indicate any order of ranking or other method of prioritizing requests.

Project Director Department	Nature of Request	Amount
Janice Gilliland Mathematics	Purchase equipment for developmental mathematics redesign project	\$46,025
Joyce Hommel Library	Upgrade and renovate Vogt Room in Eshleman Library	\$34,046
Joyce Hommel Library	Purchase Summon-Intota, a discovery and electronic resource management tool	\$30,631
Adam Cloutier Instructional Technology	Upgrade data projectors, lab data switches, and classroom sound systems	\$126,718
TOTAL		\$237,420

The Technology Investment Committee held an open meeting on March 27, 2015, to hear presentations from departments requesting funds. The committee recommended four proposals for funding. The four projects have also been reviewed by College administration which offers its support.

RECOMMENDATION:

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

Vice President Satkowski introduced Scott Barnett, chair of the Technology Investment Committee, who briefly reviewed each proposal.

The Board discussed ways in which students could be better informed of how their Technology Fund fees are spent in their interest. Mr. Barnett will look into providing an easier accessible link to, and better publicizing of, the projects.

B. Sexual Misconduct Policy and Student Code of Conduct Revisions – Board Report #4152 – Vice President Copprue

Per the January 20, 2015, report, in order to be compliant with Title IX regulations by July 1, 2015, specific language about what HFC deems sexual misconduct must be in place. This regulation applies to students, employees of the institution, third parties or visitors of Henry Ford College.

The Sexual Misconduct Policy 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, retaliation based on a complaint, Lesbian Gay Bisexual Transgendered Queer & Questioning (LGBTQQ) issues, procedures that provide due process to both parties, and also compliance with the Violence Against Women Reauthorization ACT/Campus SaVE Act published October 20, 2014, which added a new section to Title IX compliance entitled, "Campus Sexual Violence Elimination Act" (sexual assault, domestic violence, dating violence, and stalking).

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.

Background Student Code of Conduct

The last revision to the Student Code of Conduct took place in April 2011. Since this time, the College has identified behavioral patterns that are not addressed in the current policy. Some changes include referencing the aforementioned Sexual Misconduct Policy, recommendations per the Office of Civil Rights for students with disabilities, clarification of the policy addressing e-cigarettes, and a definitions section.

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 policies that will address systematic gaps that may lead to non-compliance.

Conclusion

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

Vice President Copprue clarified for the Board that the changes to these policies are not because we were not in compliance but due to changes in compliance.

C. Section 702 of the Veterans Access, Choice and Accountability Act of 2014 – Board Report #4153 – Vice President Satkowski

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act"), requires the Veterans Administration (VA) to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher learning if the schools charge qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015.

To remain eligible to participate in the VA's GI Bill programs, schools must charge no more than in-state (note: in-state, not in-district) tuition and fee amounts to covered individuals for terms beginning after July 1, 2015, which, for HFC, would be the Fall 2015 semester. HFC presently has approximately 125 students enrolled, who qualify for tuition benefits under the VA's GI Bill programs, however, all of these current students already qualify for either in-district or out-of-district tuition rates, therefore, there would be no immediate impact on HFC related to compliance with Section 702 of the Choice Act, other than HFC's continued eligibility to participate in the VA's GI Bill programs.

RECOMMENDATION:

It is recommended that the Henry Ford College Board of Trustees approve amendments to Board Policy 2000 (Tuition and Fees) and Board Policy 8050 (Residency), as indicated on Attachment A and Attachment B, respectively, so as to ensure compliance with Section 702 of the Veterans Access, Choice and Accountability Act of 2014, by charging no more than the out-of-district tuition and fee

rate to any student qualifying for benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty.

VII. ACTION ITEMS

A. Citizen Participation

Betsy Cohn, representing faculty, spoke on dual enrollment.

Michael Hill, representing the Communication Division, spoke on academic policy for dual enrollment students.

Scott Still, representing HFC faculty/Senate, spoke on dual enrollment student policies.

Eric Rader, representing the Senate, spoke on dual enrollment and the Senate.

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Chair Schoelles and supported by Trustee Meade was adopted with unanimous approval attached to move that action items 1 through 11, with the exception of action items 7 and 11, be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

1. Lawn Maintenance Services – Board Report #4154 – Vice President Satkowski

Moved that a split award of contracts for Lawn Maintenance Services to: Brickman in the amount of \$46,820 for the Main Campus; Frank's Landscaping in the amount of \$7,245 for the Welcome Center/SME; and Professional Grounds Services in the amount of \$14,557 for the East Campus, in accordance with the specifications of Sealed Bid #16160, be approved.

2. North Loop Primary Electrical Upgrade – Phase 3 – Board Report #4155 – Vice President Satkowski

Moved that the award of a contract to R Simon Electric LLC in the amount of \$236,900 for the North Loop Primary Electrical Upgrade – Phase 3 project, in accordance with the specifications of Sealed Bid #15973, be approved.

3. Pastry/Confectionery Decorating Room Renovations – Board Report #4156 – Vice President Satkowski

Moved that the award of a contract to Envision Builders, Inc. in the amount of \$169,700 for the Pastry/Confectionery Decorating Room Renovations project, in accordance with the specifications of Sealed Bid #16132, be approved.

HUMAN RESOURCES

4. Staff Recommendations – Vice President Eschenburg

Moved that the staff recommendations, as presented in Board Report #4157: Retirement A-10; Leave of Absence B-10; and Other Severance C-10, Appointment D-10; Change in Classification E-10; Salary Schedule Change of Status F-10; Return from Leave of Absence G-10; Achievement of Tenure H-10; and Expression of Sympathy I-10, be approved.

5. Director, Teaching and Learning Support – Vice President Eschenburg

Moved that the appointment of Dr. Adam Cloutier to the position of Director, Teaching and Learning Support, at Grade 2, Step 1.5, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective March 30, 2015, be approved.

6. Enrollment Associate IV, Enrollment Services – Vice President Eschenburg

Moved that the appointment of Ms. Kelly Knick to the position of Enrollment Associate IV, Enrollment Services, at Grade 8, Step 1, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective April 13, 2015, be approved

BOARD ADMINISTRATIVE SERVICES

7. Proposed 2015-2016 (FY2016) Tuition Adjustment for Summer Semester – Board Report #4139 – Vice President Satkowski

Motion offered by Chair Schoelles and seconded by Trustee Meade to open discussion on action item 7. Trustee Lane thanked President Jensen and Vice President Satkowski for the reams of data provided for the tuition increase. She added that this is a topic she is very concerned about as the average student debt is at \$30,000. Raising tuition due to administrative and labor (faculty) costs concerns her and staff needs to be educated as to what is fair rather than passing costs on to students who cannot afford the increases. Moved that Board Report #4139 as presented at the March 16, 2015, Board meeting be approved with the following roll call vote attached: Ayes: Trustees Bazzi, Guido, McDonald, Meade, Petlichkoff and Chair Schoelles (6). Nays: Trustee Lane (1).

8. Tuition Rates for Out-of-District Dual Enrollment Students and Third-Party Payers Board Report #4140 – Vice President Satkowski

Moved that Board Report #4140 as presented at the March 16, 2015, Board meeting be approved.

9. Tuition Rates for the Culinary Program Four-Year Degree for 300 and 400 Level Classes – Board Report # 4141 – Vice President Satkowski

Moved that Board Report #4141 as presented at the March 16, 2015, Board meeting be approved.

10. Foundation Board of Director Nominations – Vice President Best

Background Information: Two candidates are being recommended for appointment to the Henry Ford College Foundation Board of Directors. These individuals were brought before the Foundation Board for their approval at their March 12, 2015, meeting. The Foundation Board unanimously approved the appointments. If approved, their terms begin June 2015 and expire June 2018. The two candidates are:

Bahiya Fawaz – Ms. Fawaz is the principal CPA of her own firm with approximately twenty years of public accounting and two years of private sector experience. She opened her practice in March 2004. Her firm currently employs six full-time accountants and one administrative support person. She specializes in serving small businesses with audit, consulting, payroll, accounting, and tax compliance services.

J. Michael Kirk – Mr. Kirk joined Neumann/Smith in 2008 and is a principal and leader of the firm's Interiors/Adaptive Reuse Studio. He is a Certified Historic Architect with wide ranging experience, including adaptive re-use of historic structures, sustainable design, retail design, and community planning. He was the former co-chair of the 2008 Michigan Historic Preservation Conference, Vice President of the Old Tiger Stadium Conservancy, and chairs the Energy subcommittee of the 2009 AIA Detroit Sustainable Design Assistance Team (SDAT) project.

Moved that the appointments of Ms. Bahiya Fawaz and Mr. J. Michael Kirk to the Henry Ford College Foundation Board of Directors for a term of June 2015 until June 2018 be approved.

Chair Schoelles congratulated Ms. Fawaz and Mr. Kirk on their appointments to the Henry Ford College Foundation Board of Directors.

11. Calling for a Closed Session – Board Chair Aimee Schoelles

Motion to move into a closed session to consider material exempt from discussion or disclosure by state or federal statute, per Section 8 (h) was offered by Chair Schoelles and seconded by Trustee Schoelles was approved with the following roll call attached: Ayes: Trustees Bazzi, Guido, Lane, McDonald, Meade, Petlichkoff and Chair Schoelles (7): Nays: None (0).

VIII. BOARD OF TRUSTEES BUSINESS

A. Board Member Reports

None

B. Requests for Information and/or Future Agenda Items

None

C. Board Member Commentary

None

IX. ACKNOWLEDGEMENT OF CORRESPONDENCE

None

X. FUTURE MEETING DATES

A. Monday, May 11, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Services and Conference Center, in the Frank Franchi Board Room.

B. Monday, May 18, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

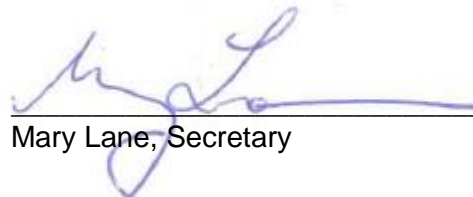
C. Monday, June 8, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Services Center, in the Frank Franchi Board Room.

D. Monday, June 15, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

E. Monday, June 22, 2015, **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 9:16 p.m.



Mary Lane, Secretary