

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
MAY 18, 2015**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, May 18, 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, McDonald, Meade, Petlichkoff and Chair Schoelles. Trustee Lane is in China on behalf of the College. There being a quorum, the meeting was declared in session.

**II. APPROVAL OF MINUTES**

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

Regular Meeting – April 20, 2015  
Closed Session – April 20, 2015

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

Recognition and acknowledgements were read by Thurman Farley HFC alumnus as of May 9, 2015. Mr. Farley received an associate in applied sciences, majoring in CAD Technology Industrial Drafting. Roger Weekes, one of his instructors, informed him that he should contact Chad Austin in Career Services to have his résumé polished up. Mrs. Kyrsten Rue worked with Mr. Farley and placed his résumé at different companies. His co-op with DENSO International America, Inc. has been an excellent adventure in his life. After working there as a co-op for three semesters and utilizing all the CAD skills that he learned in class, he accepted an offer to become a full-time direct employee.

- The Athletic Department, under the leadership of Rochelle Taylor, would like to share with you the names of our students who have been honored for their performance in various areas of our athletic program:
  - Daton Aaron, Men's Basketball, Second Team All-Conference honors
  - Keyanna Austin, Women's Basketball, Second Team All-Conference and All-Freshman Team honors
  - Taylor Works, Women's Basketball, Third Team All-Conference honors
  - Phoebe Cole, Softball, Second Team All-Conference and All-Freshman team honors
  - Hannah Fisher, Softball, Second Team All-Conference and All-Freshman team honors
  - Danielle Saunders, Softball, Second Team All-Conference honors
  - Ally Bryant, Softball, Second Team All-Conference honors

- Jacob Kieronski, Golf, won the 2015 MCCA Golf Championship and received All-MCCA honors
- Continuing their efforts to provide a safe and secure environment, the Campus Safety Office trained all Title IX persons of authority to ensure compliance with the Clery Act. This training took place in April and included members of Cabinet, Campus Safety, Academic Deans, College Directors, Athletics, and Student Service professionals.
- Nikole Ford, Supervisor of Enrollment Services, served as Co-Chair of the National Association for College Admission Counseling's Metro Detroit National College Fair Committee. As NACAC Fair Chair, she earned a complimentary year's NACAC membership for HFC and publicity for the College in numerous locations, including the Michigan College Guide which was distributed to every high school in the Metro Detroit area. Nikole also secured a grant to receive funding to cover the cost of the HFC booth at the college fair. This positioned HFC at a national fair next to nearly 150 other colleges and universities, including international schools. She led the committee that organized and hosted the National College Fair which was held at the Suburban Showplace Collection in Novi on March 30 and 31. The fair was attended by nearly 4,000 parents and students from the Metro Detroit Area. NACAC is an organization of more than 14,000 professionals from around the world dedicated to serving students as they make choices about pursuing postsecondary education.

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

- President Jensen updated the Board on his visit to the State Capitol in Lansing on May 7 for Michigan Community College Day. HFC Culinary Arts program students provided the catering for the event and did a terrific job.
- President Jensen will be returning to Lansing on Wednesday, May 20 to testify on behalf of Senate Bill 98 which would allow HFC to offer a BSN degree.
- A capital outlay plan has been submitted to the state in the amount of \$25m.
- A new College publication, *Take a New Look, Year in Review, May 2015*, was distributed to the Board. This will be an annual publication which highlights College and Foundation accomplishments.
- Vice Presidents Copprue and Pierner along with Trustee Lane are in China initiating partnerships with two institutions. Hopefully, this visit will provide additional opportunities for international students.

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

- A. Career Services Update – Board Report #4158 – Vice President Copprue  
In the past three years, the Career Services Office at Henry Ford College has undergone a variety of changes:

- Name - Job Placement to Career Services
- Location - Technology Building to Learning Resources Center (adjacent to Counseling)
- Incorporation of Cooperative Education and addition of the Cooperative Education Officer (Kyrsten Rue)
- Expanded services offered to students/alumni/employers/faculty, including:
  - New Career Fairs – Career Expo, Industrial Technology, Service Industry, Individual Recruiters (Comerica Park, UPS, etc.), Nursing Professional

- Development Day (two times yearly). Expanded fairs have doubled the number of student job offers.
- Open services to all alumni – Program completion allows lifetime service access
  - Expanded resources both online and in handout form
  - Development of new and existing employer relationships
  - Social Media plan - Facebook, Twitter, LinkedIn, and Pinterest
  - Class presentations focusing on career exploration, maximizing time in college, job search documents, interviewing, dress for success, salary negotiation, conducting an effective job search, services we provide, and more
  - Recruiting events offered have grown to 33 per year
- Expanded responsibilities in the areas of:
    - The Guided Pathways Initiative
    - The Industry Scholars initiative that will allow employers to hire students in select majors and help them pay for college
    - Dearborn community events - Career Expo and access to online resources
    - Career Resources Center development and implementation in partnership with the Counseling Division
  - Job Data/Graduation analysis - key Takeaways from this analysis:
    - Job market is improving
    - Employers are actively using the Job Leads system
    - Increased visibility equals increased traffic
    - Postings do not equal applications
    - Advising/Counseling/Career Services need to use up-to-date career models/data to better inform students
    - National statistics are helpful; local statistics are critical
    - Co-op is not factored into this analysis
    - There is a finite number of employers - dedicated time to maintain relationships is crucial
    - The HFC brand is still closely tied to the Applied Science areas
    - Industry Scholars can be a great tool to bridge the gap with some employers
    - Data should be used to strengthen our recruiting and targeted marketing to potential students
    - Employers want our students

Chad Austin, Career Services Officer, updated the Board on changes that have occurred in his office, efforts in strengthening employer relationships and graduation rate/job procurement data.

## VI. DISCUSSION ITEMS

- A. Henry Ford College Board of Trustees Bylaw 0140 Revision (0141-0142.5) – Board Report #4159 – Vice President Husband

### MEMBERSHIP

0141

#### **Number**

The Board of Trustees shall consist of seven (7) members elected at large in the territory of the district.

0142     **Election/Appointment**

0142.1   **Electoral Process**

Candidates for the office of member of a community college board shall be nominated and members shall be elected as provided in Chapter XIV of the Michigan Election Law M.C.L. 168.301 to 168.315. M.C.L. 389.152  
Trustees shall be elected in the regular school election in May or November.

0142.2   **Qualifications**

Any U.S. Citizen, qualified elector, residing in the district is eligible to be chosen as a board member.  
M.C.L. 389.151, M.C.L. 168.30

0142.3   **Term**

A term of office is six (6) years. If the election is in May, the term of office shall commence July 1. If the election is in November, the term shall commence on January 1 and shall continue until a successor is elected and qualified or until a vacancy occurs. At the next regular election immediately preceding the expiration of a member's term of office, the electors shall elect the member's successor for a term of six (6) years.  
M.C.L. 389.34(1)

0142.4   **Oath**

Within fifteen (15) days after appointment or after the final canvas of the election each person appointed or elected shall file with the secretary of the Board of Trustees an acceptance of office as well as an affidavit of eligibility and shall take an oath of office.  
M.C.L. 389.156

0142.5   **Vacancies**

The office of a Trustee shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. The death of the incumbent;
- B. The incumbent being adjudicated insane or found legally to be an incapacitated individual by a court of competent jurisdiction;
- C. The incumbent's resignation;
- D. The incumbent's removal from office;
- E. The incumbent's conviction of a felony;
- F. The incumbent's election or appointment being declared void by a competent tribunal;
- G. The incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an office bond required by law;
- H. The incumbent ceasing to possess the legal qualifications for holding office;
- I. The incumbent moving his/her full time residence out of the District. Commuting and/or part time residency out of the District on a temporary basis shall not create a vacancy

If a vacancy in the Board of Trustees occurs, the remaining members of the Board by majority vote shall fill the vacancy immediately, (but in no event later than 30 days to comply with Michigan Election Law M.C.L. 168.311 because College Trustee Board Members serve simultaneously as board members of the Dearborn Public School District).  
M.C.L. 389.157, M.C.L. 168.310

Any person so appointed shall hold office (the general member's seat) until the next regular Community College election held for the election of members to the Board of Trustees in the district at which time the electors of the district shall fill the office for the unexpired portion of the term.  
M.C.L. 389.158

The elector appointed and/or elected shall fill the general board member seat created by the vacancy but not any office held by the vacating member. Officers are elected under Bylaw 0150, 0152.

Chair Schoelles stated that Board of Trustees bylaws and policies require updating in order to comply with state law and for alignment with P12 bylaws and policies.

- B. FY 2015-2016 General Fund Proposed Budget – Board Report #4160 – Vice President Satkowski

**Henry Ford College**

**Fiscal Year 2015-2016**

**Board of Trustees General Fund Report with Original Budget (SUMMARY)**

	<b>FY 2014-2015 Adopted Budget</b>	<b>Change for FY 2015-2016</b>	<b>FY 2015-2016 Original Budget</b>
<b><u>Revenues</u></b>			
Tuition and Fees	\$44,784,700	\$2,312,300	\$47,097,000
Local Property Taxes	14,000,000	127,000	14,127,000
State Appropriation	21,627,900	248,800	21,876,700
Other Revenue	517,200	248,800	766,000
<b>Total Revenue</b>	<b>\$80,929,800</b>	<b>\$2,936,900</b>	<b>\$83,866,700</b>
<b><u>Expenditures</u></b>			
Instruction	\$33,176,073	\$ 801,866	\$33,977,939
Administration	8,457,485	712,316	9,169,801
Physical Plant	2,526,655	(31,980)	2,494,675
Employee Benefits	18,324,684	577,000	18,901,684
Total Personnel Costs	\$62,484,897	\$2,059,202	\$64,544,099
Purchased Services	\$7,737,310	454,850	8,192,160
Materials and Supplies	2,190,249	(106,967)	2,083,282

Rent, Utilities, and Insurance	2,628,500	80,000	2,708,500
Operating Expenses	1,357,812	84,800	1,442,612
Mandatory Transfers	821,800	725,000	1,546,800
Capital Expenses	1,177,704	171,543	1,349,247
<b>Total Expenditures</b>	<b>\$78,398,272</b>	<b>\$3,468,428</b>	<b>\$81,866,700</b>
<b>Total Revenues</b>	<b>\$80,929,800</b>	<b>\$2,936,900</b>	<b>\$83,866,700</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$2,531,528</b>	<b>\$(531,528)</b>	<b>\$2,000,000</b>

Vice President Satkowski presented the FY 2015-2016 proposed budget. Board discussion ensued on capital project funding sources.

## **VII. ACTION ITEMS**

### A. Citizen Participation

Kevin P. Trovini spoke on communications and the Child Development Center.

Sam Pernick spoke on public transit.

Jiwan Jackson spoke on transportation

John McDonald, President, HFCC Federation of Teachers, AFT Local 1650, spoke on budget and capital improvement projects.

### B. Special Consideration of an Action Item

None

### C. Motion to Approve Action Items

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

## **FINANCE**

### 1. Proposed Technology Investment Fund Projects – Vice President Satkowski

Moved that Board Report #4151 as presented at the April 20, 2015, Board meeting be approved.

## **BIDS AND CONTRACTS**

### 2. Betco Automatic Floor Scrubbers – Board Report #4161 – Vice President Satkowski

Chair Schoelles informed the Board that the lowest bidder (E&R Industrial Sales) withdrew their bid earlier in the day. Moved that the award of a contract to Veritiv (XPEDX) in the amount of \$39,923.00 for the purchase of Betco Automatic Floor

Scrubbers, in accordance with the specifications of Sealed Bid #16298, be approved.

3. APC Uninterruptible Power Supply – Board Report #4162 – Vice President Satkowski

Moved that the award of a contract to Graybar Electric in the amount of \$48,182 for the purchase of an APC Uninterruptible Power Supply, in accordance with the specifications of Graybar Proposal #222594922 dated May 5, 2015, be approved.

4. FANUC Robotics Equipment and Training Packages – Board Report #4163 – Vice President Satkowski

Moved that the award of a contract to Integrated Systems Technologies in the amount of \$195,270 for the purchase of FANUC Robotics Equipment & Training Packages, in accordance with IST Quote #76-440 dated March 24, 2015, be approved.

5. SMC Flexible Manufacturing Automated Cell Trainer – Board Report #4164 – Vice President Satkowski

Moved that the award of a contract to Advanced Technology Consultants in the amount of \$220,095 for the purchase of an SMC Flexible Manufacturing Automated Cell Trainer, in accordance with ATC's quotation dated April 15, 2015, be approved.

6. Festo Basic Pneumatics Equipment Set – Board Report #4165 – Vice President Satkowski

Moved that the award of a contract to Advanced Technology Consultants in the amount of \$52,030 for the purchase of a Festo Basic Pneumatics Equipment Set, in accordance with ATC's quotation dated April 8, 2015, be approved.

## **HUMAN RESOURCES**

7. Staff Recommendations – Vice President Eschenburg

Moved that the staff recommendations, as presented in Board Report #4166: Resignation A-11; Retirement B-11; Appointment C-11, Salary Schedule Change of Status D-11; Change in Classification E-11; and Expression of Sympathy F-11, be approved.

8. Institutional Research Business Analyst II, Information, Marketing and Effectiveness – Vice President Eschenburg

Moved that the appointment of Mr. Richard Michalski to the position of Institutional Research Business Analyst II, Information, Marketing and Effectiveness, at Grade 7, Step 1, of the 2015-2016 Henry Ford College Administrators' Association Salary Schedule, effective July 1, 2015, be approved.

**BOARD ADMINISTRATIVE SERVICES**

9. Section 702 of the Veterans Access, Choice and Accountability Act of 2014 – Vice President Satkowski

Moved that Board Report #4154 as presented at the April 20, 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 May 14, 2015, meeting. The Foundation Board unanimously approved the appointments. If approved, their terms begin June 2015 and expire June 2018. The two candidates are:

Joan E. Hennessey – Joan Hennessey currently serves as company President and Chief Financial Officer of Hennessey Engineers, Inc. She has continued the legacy started by her father in 1971. Through Ms. Hennessey's leadership and focus on processes and accounting, the firm has expanded accomplishments into program management of federal funds. With the majority of clients being local, county and state government, this progression was a natural needed accompaniment to the engineering services already being provided. Ms. Hennessey's position provided a key liaison to the communities we represent in assisting in cost containment by working closely with the municipal controller on project costing and budgeting. Ms. Hennessey has also been a critical partner for the communities in receiving, applying for and compliance guidance for several grant and funding applications.

Joe Lafrance – Joe Lafrance successfully serves as a small business owner and is responsible for major contracts with many Michigan businesses and colleges since 2001. As the owner of Enertron LLC, his responsibilities include all technology and telecommunications requirements as well as serving as an internet provider to his clients. Prior to owning his own company, Mr. Lafrance served as the Vice President of Compu-Aid from 1990-2001.

Moved that the appointments of Ms. Joan Hennessey and Mr. Joe Lafrance to the Henry Ford College Foundation Board of Directors for a term of June 2015 until June 2018 be approved.

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

Moved that the motion to enter into a closed session to consider material exempt from discussion or disclosure by state or federal statute, per Section 8 (h), be approved.



**VIII. BOARD OF TRUSTEES BUSINESS****A. Board Member Reports**

None

**B. Requests for Information and/or Future Agenda Items**

Trustee Bazzi asked if contact could be made with bus companies who provide transportation to the College to see if a discounted rate could be negotiated for students.

Trustee Meade asked for information from feeder school districts on how many of their students would need developmental classes at the College and at what level.

**C. Board Member Commentary**

Trustee McDonald gave kudos to Kevin Dewey and the cast of "Hairspray" on their excellent performance.

**IX. ACKNOWLEDGEMENT OF CORRESPONDENCE**

None

**X. FUTURE MEETING DATES**

A. 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.

B. 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.

C. 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.

D. Monday, July 13, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Services Center, in the Frank Franchi Board Room.

E. Monday, July 20, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

**XI. ADJOURNMENT**

Meeting adjourned at 9:00 p.m.

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Mariam Bazzi, Acting Secretary