

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
JUNE 15, 2015**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, June 15, 2015, at the Henry Ford College Administrative Services and Conference Center at 7:02 p.m. by Acting Chair McDonald.

ROLL CALL

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

II. APPROVAL OF MINUTES

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

Regular Meeting – May 18, 2015
Closed Session – May 18, 2015

III. PRESIDENT'S ITEMS

- President Jensen presented the daily cash flow figures as of June 10, 2015, to the Board. Cash balance for the current year is \$18m compared to \$15.6 on the same date last year.
- Senate Bill 98 is going to the Senate Commerce Committee this Wednesday for a vote. If approved, it will go on to the full Senate for a vote.
- Enrollment figures for fall show a seven percent increase when compared to last year at the same time. Summer enrollment is down four percent.
- President Jensen thanked the faculty and leadership for their preparation for the Ophthalmic Technician site visit that took place today. The College received “two thumbs up.”

IV. SPECIAL REPORTS

A. Master Plan Update – Board Report #4167 – Vice President Eschenburg

Vice President Eschenburg introduced Stantec architect, Patrick Calhoun who provided an update on the Master Plan via iBook. The iBook is a great visual tool which can be updated as projects move forward. The projects being considered are those as defined

by the technology and equipment grants and the library based on the condition and the utilization of the facility.

B. Math Project – Board Report #4168 – Vice President Pierner

In fall 2014, the Math Department began to pilot a redesigned developmental mathematics program. The content of the three traditional pre-college-level mathematics courses (Pre-Algebra, Beginning Algebra, and Intermediate Algebra) has been repackaged into a set of 12 modules that students, with computer instruction and with instructor and tutor guidance, are to master with individualized pacing. Classroom attendance is required. Instructor interaction is KEY. These are not online courses. Students are expected to continue the courses' work outside of the classroom just as they are in traditional courses, and "Open Lab" support is offered by instructors and tutors on Fridays, when the classes do not otherwise meet. Students must demonstrate mastery of material (typically with required scores of 80%). Students who do not finish the set of modules for which they've registered pick up the next semester from the first module not completed. The book package for the course is purchased at the start of the first module is good for the entire 12-module sequence. This sequence is helpful to students who take longer to get through certain material than standard classroom pacing allows. This sequence also helps those who need only a quick review to move on to college-level classes more quickly than in a traditional sequence. Several students have already taken advantage of this acceleration possibility, including two who have completed all twelve modules in one semester.

Vice President Pierner introduced math instructor, Scott Barnett who gave a presentation on the Math project which is similar to the English ALP program as reported on at the March Board meeting. Mr. Barnett thanked to Board for approving the TIF funding last month, as one of the approved proposals was for the purchase of Chromebooks which are used in this program.

C. Welding Lab Update – Board Report #4169 – Vice President Pierner

With the increase in manufacturing and construction, welding is an increasingly important skill and occupational career pathway. To help meet the demands, Henry Ford College and the Welding Technology area have developed new curriculum that emphasizes a competency based educational approach to instruction and skills building.

With the rebuild of the Welding Lab to better simulate a working environment, the curriculum was redeveloped to give the students better hands-on skills that tie to the occupational and industry standards set forth by groups such as the American Welding Society. Some of the changes implemented are:

- We are dedicated to the idea of mastery of a given skill
- We have created an environment that lets the student have more flexibility in when and how long their classes need to be
- We have created the ability to let students to continue to register for classes throughout a large portion of our semester
- We have developed competencies that reflect the skills needed in the workplace
- We have made the curriculum flexible enough to engage in a continuous improvement model

This presentation will present the educational elements of the new model and show the new pathways to student's skills development and success.

Vice President Pierner introduced welding instructor, Kevin Ridge who under the leadership of Associate Dean, Gary Saganski, provided the Welding Lab update. The full scale piloting of the program took place during the winter 2015 semester. Board discussion ensued on the flexibility of the program as far as enrolling, attending and working at the student's own pace.

D. Student Outreach and Support Funding – Board Report #4170 – Vice President Copprue

College students, particularly those who are first generation, enter college with various personal needs. These needs can include housing, transportation, and child care among others. Henry Ford College recognized this problem years ago and offices such as Focus on Women, now referred to as Student Outreach and Support (SOS), were created to help with these problems. Unfortunately, SOS cannot help all students, but it can help some by providing financial assistance from three different funding programs as follows:

- Book Loans which will pay whatever a student's books cost - These loans can only be used for books or software needed for on-line classwork. To be eligible, a student must be currently enrolled as a new Henry Ford College student.
- Dreamkeepers awards up to \$500.00 - This award can be used to address financial expenses that can cause a student to drop out of school. These items include utility bills, eyeglasses, safety deposit for housing, rent, and car repairs. It cannot be used for books, tuition, or fees. To be eligible, a student must be currently enrolled, have a GPA of at least 2.0, and their financial aid status must allow us to give them additional money.
- The Emergency Fund awards up to \$150.00 – This award can be used to address smaller financial expenses that can cause a student to drop out of school. These items include things like a book, a tire for a student's car, or a uniform that is required by their program. To be eligible, a student must be currently enrolled, have a GPA of at least 2.0, and their financial aid status must allow us to give them additional money.

Each program is publicized in a number of different ways. These include:

- Promoting them in the SOS brochure
- Promoting them in the SOS newsletter which is sent directly to students
- Sending emails to full-time faculty, part-time faculty and associate deans, asking them to inform their students of this funding
- Speaking to classes
- Sharing the information at seminars and workshops where I speak
- Displaying fliers on campus

Unfortunately, all students do not qualify for funding. Therefore, our office has identified a few agencies and businesses that may be of service to our students. For example, if a student is homeless, we have a list of shelters to which we can refer him/her. If a student is willing and able to work, we will refer them to places that provide "day work". These include places such as Quick Quality Flyer in Detroit. They will hire a student to

distribute handbills and pay them approximately \$75.00 a week. They will apply some of their pay to the housing they provide. Both men and women are welcome.

If a student needs help with paying for their utilities, there are a number of organizations, state offices, and churches that can help them. They include the Michigan Department of Human Services, United Way, SER Metro, the Salvation Army in Inkster and Providence Baptist Church.

If a student needs a bus card and they qualify for the Emergency Funding we will give them the \$50.00 they need.

Our goal is to help as many students as possible. Future meetings will take place with the Foundation Office to see what might be done to expand Dreamkeepers dollars.

Vice President Copprue introduced Financial Aid Assistant Director, Stephanie Latzke who led the financial aid presentation portion outlining what student costs can be covered with financial aid funding. Student Outreach and Support supervisor, Brenda Hildreth gave an overview on what the funds available in her office. Vice President Copprue added that the College will reinstate the selling of bus passes on campus in the near future. She added that students with financial issues would additionally benefit from counseling, mentoring, and looked at holistically in order to help them be successful.

V. DISCUSSION ITEMS

A. Student Newspaper Board Constitution – Recommended Revisions – Board Report #4171 – Vice President Copprue

The Student Newspaper Board recommends the following updates and changes to the Student Newspaper Constitution for The Mirror News campus newspaper:

- Add to Article A.1: membership of TCM/Journalism Academic Coordinator
- Add to Article A.1: increase appointment of student members from two to five*
- Add to Article A.10: “The Chair of the Student Newspaper Board shall withhold his or her vote in the event of a tie in order to permit student members to cast the deciding vote.”
- Update the scheduled revision date to match the three-year review that is stipulated in the Student Newspaper Constitution
- Update HFCC to HFC throughout the document
- Update title of Vice President/Dean for Student Services to Vice President of Student Affairs
- Update title of Vice President of Business Services to Vice President of Financial Services and Auxiliary Services
- Update to Appendix B: update The Mirror News Staff Agreement to define job descriptions for the internships and co-op positions in order to reflect the learning objectives in the respective internship and co-op classes that support them.

- Update to Appendix C: update fee schedule to the following:
 - \$25 – Investigative Reporting/Feature Story Submission (e.g., Sports or Event Reporting, Review, Opinion)
 - \$15 – Non-Reporting Submission (e.g., Poetry, Cartoon, Photo)The fee is limited to \$75 per person per issue and will be subject to what *The Mirror News* can support through advertising revenues. The fee will be reviewed annually by the Student Newspaper Board.
- Update to Appendix C: “co-ops, interns, non-students, and volunteers” were added to those ineligible for work for pay.
- Update to Appendix C: a clearly defined payment schedule has been added: “Payments will be scheduled after the publication of the 3rd, 6th, 9th, and 12th issues. Adjustments may need to be made based on the number of publications.
- Update to Appendix C under “Guidelines for Submissions” number 10: “floppy disk” was deleted and replaced with “Save a copy of your article both *electronically* and in hard copy...”

*Under Article A.1, the membership of the Student Newspaper Board has been amended to improve student representation. For a student-run newspaper to be legally considered student run, the composition of the decision-making body that oversees the paper must have at least 50 percent student membership. In short, College employees cannot be in a position to outvote students. Therefore, the constitution has been revised to reflect a 50 percent student membership. Student representation has been changed from two to five. The total Student Newspaper Board membership with this revision would consist of twelve members: five students, two faculty, one administrator, one academic coordinator, one outside journalist, and two ex-officio members.

Vice President Copprue introduced Dr. Peter Kim who is Chair of *The Mirror News* Constitution Board to present on the constitution revisions/updates. Dr. Kim stated that the constitution is reviewed every three years. He added that the positions are now co-op positions and align with actual academic programs. Marcus Olah, editor of *The Mirror News* spoke on the many updates to the student newspaper, some of which included 100 percent student generated art and features on sports and the fine arts. The plan is to have an online edition of *The Mirror News* available as well.

Trustee Lane asked for a copy of the current constitution and the state laws requiring the changes to the constitution.

VI. ACTION ITEMS

A. Citizen Participation

Sam Pernick spoke on public transit.
Diana Morales spoke on public transit.

Jiwan Jackson spoke on transportation.

Joel Batterman representing Motor City Freedom Riders, spoke on public transit options for students.

Brother Thomas Serafa, representing M.O.S.E.S./M.C.H.R, spoke on public transportation for HFC community.

Motion to move to extend the meeting fifteen minutes was offered by Chair McDonald and seconded by Trustee Bazzi was approved with the following roll call attached: Ayes: Trustees Bazzi, Guido, Lane, Meade, Petlichkoff and Chair McDonald; Nays: None; Absent: Trustee Schoelles.

B. Special Consideration of an Action Item

Items 6, 14, 15 and 17.

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 18, with the exception of action items 14 and 17, be approved as recommended.

FINANCE

1. FY 2015-2016 General Fund Proposed Budget – Vice President Satkowski

Moved that the FY 2015-2016 General Fund Budget as presented in Board Report #4160 at the May 18, 2015, regular meeting be approved.

BIDS AND CONTRACTS

2. Elevator Maintenance Services – Board Report #4172 – Vice President Satkowski

Moved that the award of a contract to KONE Inc. in the amount of \$30,960 for annual Elevator Maintenance Services, in accordance with the specifications of Sealed Bid #15935, be approved.

3. Learning Success Center Roof Replacement – Sections A and B – Board Report #4173 – Vice President Satkowski

Moved that the award of a contract to Royal Roofing Co., Inc. in the amount of \$774,200 for the Learning Success Center Roof Replacement project, in accordance with the specifications of Sealed Bid #15972, be approved.

4. Intel Core i7 Computer Systems, Classroom – Board Report #4174 – Vice President Satkowski

Moved that the award of a contract to Canton Computers, Inc. in the amount of \$99,538.80 for the purchase of one hundred nine Intel Core i7 Computer Systems and related components, in accordance with the specifications of Sealed Bid #16327, be approved.

5. Waste Removal Services – Board Report #4175 – Vice President Satkowski

Moved that the award of a contract to Rizzo Environmental Services in the amount of \$36,286 for annual Waste Removal Services, in accordance with the specifications of Sealed Bid #16331, be approved.

6. 2015 Pavement Maintenance Project – Board Report #4176 – Vice President Satkowski

Trustee Lane questioned the need for this project as it was recently that the \$22m parking lot renovation was completed. Sandro Silvestri, CIO/Director of Information Technology and Facility Services, indicated that this type of expense would be ongoing due to the parking lots being on clay and also the winter frost. He added that it is critical to take a preventive maintenance approach.

Moved by Trustee Guido, seconded by Trustee Petlichkoff that the award of a contract to Al's Asphalt Paving Company in the amount of \$184,267.80 for the 2015 Pavement Maintenance Project, in accordance with the specifications of Sealed Bid #16425, be approved.

7. Steelcase Furniture, Classrooms – Board Report #4177 – Vice President Satkowski

Moved that the award of a contract to Lincoln Office Solutions in the amount of \$190,073.30 for the purchase and installation of Steelcase classroom furniture, in accordance with Quote #9219 dated June 4, 2015, be approved.

8. Cisco Systems Network Equipment, Classrooms – Board Report #4178 – Vice President Satkowski

Moved that the award of a contract to Sentinel Technologies, Inc. in the amount of \$103,843 for the purchase of Cisco network switches, power supplies, and modules, in accordance with Proposal #070 dated April 15, 2015, be approved.

9. Blanket Purchase Order Approval, Fiscal Year 2016 – Board Report #4179 – Vice President Satkowski

Moved that the Blanket Purchase Order List attached to Board Report #4179 for Fiscal Year 2016 in accordance with Board Policy and Guidelines be approved.

HUMAN RESOURCES

10. Staff Recommendations – Vice President Eschenburg

Moved that the staff recommendations, as presented in Board Report #4180: Resignation A-12; Retirement B-12; Appointment C-12; Salary Schedule Change of Status D-12, Change in Classification E-12; and Expression of Sympathy F-12, be approved.

11. Extension of Contract for Exempt Personnel – Vice President Eschenburg

Background information: A number of positions at Henry Ford College are exempt positions and require renewal by the Board of Trustees. These positions are:

Exempt Administrators
Non-Classified, Non-Instructional Staff
Administrative Assistants

We are recommending that the contracts for all staff in these above categories be extended for one year to June 30, 2016.

Moved that the extension of contracts for all non-union staff personnel: Exempt Administrators; Non-Classified, Non-Instructional Staff; and Administrative Assistants for one year to June 30, 2016, be approved

12. Director, Workforce and Professional Development – Vice President Eschenburg

Moved that the appointment of Dr. Patricia Chatman to the position of Director, Workforce and Professional Development, at Grade 1, Step 4, of the 2014-2015 Henry Ford Community College Administrators' Association Salary Schedule, effective June 29, 2015, be approved.

13. Special Assistant to the Vice President, Student Affairs – Vice President Eschenburg

Moved that the appointment of Ms. Danielle Lewis to the position of Special Assistant to the Vice President, Student Affairs, at Grade 2, Step 2, of the 2014-2015 Henry Ford College Exempt Employees Salary Schedule, effective June 22, 2015, be approved.

BOARD ADMINISTRATIVE SERVICES

14. Henry Ford College Student Sexual Misconduct Complaint Process – Board Report #4181– Vice President Copprue

Background information: As brought forth to the Board at the May Board meeting for discussion and review, the Violence Against Women Reauthorization ACT/Campus SaVE Act published October 20, 2014, added a new section to Title IX compliance by amending the CLERY ACT and adding new sexual misconduct categories: sexual assault, domestic violence, dating violence and stalking. It also separated ethnicity/national origin and included sexual orientation. Earnest "good faith efforts" must be in place by July 1, 2015. Along with the comprehensive policy that was presented to the Board for approval, the College has taken other steps to meet and exceed compliance requirements. These include:

- Professional Development for both the student and employee Title IX coordinators over the past six months
- Training for Campus Safety personnel, Title IX coordinators, Title IX investigators, the Athletic Director, Associate Deans and Vice Presidents for Student Affairs, Administration and Legal Services
- Updating of the Student Conduct and Compliance policy

- The development of educational materials for students and employees
- Updating of the incident report form to include incidents that fall under this new policy
- Ordering of educational materials for students to make certain they know the law, how to keep themselves safe, how to report incidents, and where to go for help and support. These materials will be available in bathrooms throughout the campus and will be distributed at new student orientation beginning June 10, 2015.
- Educational, online modules are being ordered for students and employees. New students and employees will be asked to complete these modules upon registration/hire

Trustee Lane requested that language be added at the beginning of the document stating that the accused is given an opportunity to provide evidence to defend themselves.

The motion to move that the Henry Ford College Student Sexual Misconduct Complaint Process be approved was tabled until the June 22, 2015 Board meeting.

15. Certification of Appointments 2015-2016 MCCA Board of Directors – Chair McDonald

Background information: The MCCA requires each member college to certify each year in July its representatives to the MCCA Board of Directors. The representatives must be the Chief Administrative Officer of the College and one member of the College's governing board. Each College Board is also required to designate an alternate governing board member.

Moved by Trustee Petlichkoff and seconded by Trustee Bazzi that the designation of the following as representatives to the MCCA Board of Directors for 2015-2016 be approved.

Dr. Michael Meade – Trustee Director
Roxanne McDonald – Alternate Trustee Director
Stanley E. Jensen – President

Motion to extend the meeting fifteen minutes was moved by Chair McDonald and seconded by Trustee Bazzi was approved with the following roll call attached: Ayes: Trustees Bazzi, Guido, Lane, Meade, Petlichkoff and Chair McDonald; Nays: None; Absent: Trustee Lane.

16. Henry Ford College Board of Trustees Bylaw 0140 Revision and Dearborn Public Schools Bylaw 0140 – Membership – Chair McDonald

Moved that the revisions to the Henry Ford College Board of Trustees Bylaw 0140 and the Dearborn Public Schools Bylaw – 0140 – Membership as presented in Board Report 14-150 at the June 8, 2015, Dearborn Public Schools Board of Education regular meeting, with the following correction: 0142.1 – Electoral Process, paragraph 2, first sentence, the word odd be changed to even, be approved.

17. Calling for a Closed Session – Acting Chair McDonald

Moved by Trustee Petlichkoff and seconded by Trustee Meade that the Board of Trustees enter into a closed session, immediately following the June regular meeting, to consider material exempt from discussion or disclosure by state or federal statute, per Section 8 (h), be approved with the following roll call attached: Ayes: Trustees Bazzi, Guido, Lane, Meade, Petlichkoff and Chair McDonald; Nays: None; Absent: Trustee Lane.

VII. BOARD OF TRUSTEES BUSINESS

A. Board Member Reports

Trustee Guido reported that the Audit Committee had their procedural pre-audit introduction meeting with Plante Moran auditors prior to the regular Board meeting. An additional meeting will be held upon completion of the audit in October.

B. Requests for Information and/or Future Agenda Items

None

C. Board Member Commentary

None

VIII. ACKNOWLEDGEMENT OF CORRESPONDENCE

None

IX. FUTURE MEETING DATES


A. Monday, June 22, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Services Center, in the Frank Franchi Board Room.

B. Monday, July 13, 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, July 20, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

X. ADJOURNMENT

Meeting adjourned at 9:56 p.m.



Mary Lane, Secretary