

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
JANUARY 19, 2016**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 19, 2016, at the Henry Ford College Administrative Services and Conference Center at 7:03 p.m. by Chair Lane.

ROLL CALL

At the January 11, 2016, P-12 Board meeting, the following Board of Trustees officers were appointed for the 2016 calendar year: Chair Mary Lane, Vice Chair Mariam Bazzi, Secretary Michael Meade and Treasurer Mary Petlichkoff.

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Bazzi, supported by Trustee Hammoud, was adopted unanimously by those members present, that the minutes of the HFC Regular Meeting, December 21, 2015, be approved with the following correction: Trustee Guido was present and Trustee Hammoud was absent. Chair Lane attached a unanimous affirmative vote.

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by Sidney Homes. Ms. Holmes is on the HFC women's basketball team and was named to the Fall 2015 Hawks' Academic team.

- On January 15, Steven Murrell, through the HFC Planetarium, hosted a group of thirty fifth graders for an Astronomy tour. The Science Department will be hosting a second group of fifth graders on January 22. This group of sixty fifth graders will also be visiting the Planetarium.
- Congratulations to Ms. Betty Priskorn. Ms. Priskorn is the Vice President of Community Health and Outreach at Beaumont Health. She organized the Healthy Dearborn campaign and will be honored at the 43rd annual Women's Recognition Luncheon as the recipient of the 2016 Community Role Model Award.
- Twenty-six (38 percent) of our athletes were honored last week by making the Fall 2015 Hawks' Academic Team. Team members must achieve a 3.0 GPA or higher and exhibit positive leadership behavior and citizenship.

IV. PRESIDENT'S ITEMS

- Present Jensen provided the Board of Trustees a brief overview of his State of the College address which took place on January 6, 2016.
- President Jensen reviewed a few data facts in the IPEDS Data Feedback Report for 2015 with the Board. This report compares data for community colleges in the Midwestern states that have similar characteristics.
- President Jensen thanked Mr. Joe Zitnik and the Support Staff Association for their generous donation of \$1,000 the Hawks' Nest Food Pantry.
- President Jensen will be facilitating eight CPI teams during the winter semester in addition to nine teams for P-12.

IV. SPECIAL REPORTS**A. Guided Pathways – Board Report #4247 – Vice Presidents Copprue and Pierner****What is Guided Pathways?**

Guided Pathways is the name given to a specific approach to restructuring community college processes in such a way as to promote student success, where success is measured by how quickly and effectively students are able to complete their goals, as *they* define them. This reform model is the result of decades of research by many different individuals and organizations. That research is summarized well in the book--*Redesigning America's Community Colleges*--by Bailey, Jaggars, and Jenkins. The book contrasts the redesigned Guided Pathways college with what the authors call the "cafeteria model" community college. Most colleges in the US are built according to the cafeteria model: they offer lots of options for students and provide little if any guidance or support to students in making choices. The result has been that students nationwide have floundered in community colleges, racking up huge amounts of credit and debt, burning through financial aid, and often having very little to show for it.

How/when Did HFC Become Involved?

HFC was accepted into the 1st Cohort of The Guided Pathways Institute with a group of 11 other Michigan community colleges in January of 2015. The institute is sponsored by the Michigan Center for Student Success within the Michigan Community College Association. To be accepted into the first cohort, a team of HFC Faculty, Staff, and Administrators were required to complete a self-assessment. In doing the assessment, it was apparent that HFC was already moving forward on many of the elements that are frequently highlighted and endorsed in the Guided Pathways literature, such as course sequencing, accelerated developmental Math and English classes, AS programs in Pre-Health careers, the First Year Experience, among so many other great projects.

A leadership structure was developed as directed by Dr. Tracy Pierner, Vice President for Academic Affairs and Dr. Lisa Copprue Vice President of Student Affairs. Dr. Paul Fisher, Associate Dean and Ms. Kyrsten Rue, faculty member serve co-leaders for the Initiative. They developed leadership and planning teams that include a Steering Committee and 6 sub-committees, which include; Meta-Majors, Sequencing/Mapping, Intake, Developmental Education, Keeping on the Path, and Transfer.

What expectations come with participation in the Michigan Guided Pathways Institute?

Participation in the Michigan Guided Pathways Institute begins with program mapping, defining default course sequences and prescribing appropriate general education and elective course options. There should be a clear academic road map outlined, by program for part time, full time, college ready and those requiring preliminary developmental work. Additionally and at a minimum the pathways design should include:

- Clearly specified advanced education and/or employment goals for every program
- A full-program curriculum map with a default semester-by semester sequence of courses to complete the program
- Exploratory or “meta-majors’ to help entering students choose a program of study, identification of critical courses and other milestones students are expected to attain in each semester
- Program learning outcomes aligned with the requirements for success in further education and employment, with necessary assessment strategies in place
- Policies for intentional advising at intake to assist students in selecting a program that is right for them
- Policies to provide timely feedback to students when they meet benchmarks or get “off track” in their selected program

The inclusion of technology and support activities are critical to the success of Guided Pathways. Many of these new, resurrected or modified initiatives help students properly state intent for major and career, get on the path toward their degree, develop meta cognitive skills and develop coping tools to stay on or get back on the path until they transfer successfully or graduate.

Over the next 18 months, the Board will be provided with updates on the progress toward implementation of the Guided Pathways Initiative and the implementation and success data of support initiatives that will help students identify a major and career and to stay on the path, avoiding stop outs, course failures and taking unnecessary credits. Once the initial pathways structure is in place, continued refinement and strengthening of the initiative is expected.

Vice President Pierner stated that this is the largest initiative and all-encompassing project for students from recruitment and application through graduation that the College has undertaken. Dr. Paul Fisher and Ms. Kyrsten Rue presented how this Guided Pathways approach differs from the standard cafeteria model. Discussion on the concern for the cost of implementation of this initiative took place. Vice Presidents Copprue and Pierner informed the Board that many of the steps are already in place at the College and costs already incurred. Additional reports on the initiative will be provided to the Board throughout the eighteen-month implementation period with information on costs included.

V. DISCUSSION ITEMS

- A. FY 2015-2016 Mid-Year Budget Adjustment – Board Report #4248 – Vice President Satkowski

Mid-year budget adjustments are required for the initial FY 2016 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 decreased by \$3.4 million to reflect that enrollment for the fall and winter did not meet projections. The budget was built with an assumption of a three percent decline in enrollment. However, fall enrollment was down by approximately seven percent and winter enrollment was down by eight percent.

Expenses have been reviewed and those reductions from the various categories total \$1.8 million. One area of reduction in particular is a \$400,000 reduction to the health insurance budget which is noted in the attached document identifying areas for reduction. Also, the retirement account requires an adjustment of \$800,000 to address the increase in full-time and temporary full-time positions that were hired in FY2015 for in which a full year of benefits was not included in the initial FY2016 budget.

With the recommended adjustments, the net surplus will change from \$2,000,000 to \$465,000 a decrease of \$1,535,000.

Vice President Satkowski stated while we are two years ahead in the plan to build a \$20m reserve balance, this adjustment will slow the process down. He added that we already are in the process of building a sustainable budget for 2017 through 2019.

VI. ACTION ITEMS

A. Citizen Participation

Mr. John McDonald, President of HFCC-FT AFT Local 1650, spoke on student retention initiatives.

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Trustee McDonald and supported by Trustee Hammoud was adopted with unanimous approval attached to move that action items 1 through 12 be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

1. Haas CNC Machining Equipment – Board Report #4249 – Vice President Satkowski

Moved that the award of a contract to Gerotech, Inc. for \$315,679 to purchase Haas CNC machining and turning centers and related accessories, in accordance with Proposal 1082016-4-RW dated January 8, 2016, be approved.

2. Engine and Chassis Dynamometers – Board Report #4250 – Vice President Satkowski

Moved that the award of a contract to Mustang Dynamometer for \$116,000 to purchase Engine and Chassis Dynamometers and related accessories, in accordance with Quote #150115K-K dated September 15, 2015 and Quote #151108A-K-2 dated September 25, 2015, be approved.

3. Thermotron Refrigeration Trainers – Board Report #4251 – Vice President Satkowski

Moved that the award of a contract to Thermotron Industries for \$130,985 to purchase ten (10) Thermotron Model S-4-T Refrigeration Trainers, in accordance with Quote #116043 dated January 7, be approved.

4. Riverbed Network Application Accelerators – Board Report #4252 – Vice President Satkowski

Moved that the award of a contract to Collaboration Systems Group for \$29,985.54 to purchase two (2) Riverbed Application Accelerators, in accordance with Quote #AAAQ4839 dated January 8, be approved.

5. Moodle Learning Management System – Board Report #4253 – Vice President Satkowski

Moved that the award of a contract to eThink Education, LLC for a five-year agreement totaling \$397,475 for the implementation, hosting, and support of a Moodle learning management system, be approved.

HUMAN RESOURCES

6. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4254: Resignation A-7; Retirement B-7; Appointment C-7; Reappointment to Professional Staff D-7; and Salary Schedule Change of Status E-7 be approved.

7. Budgeting Coordinator, Financial Services – Vice President Glass

Moved that the appointment of Mr. Bryan Bame to the position of Budgeting Coordinator, Financial Services, at Grade 4, Step 3, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 20, 2016, be approved.

8. Staff Writer/Editor, Strategy and Information – Vice President Glass

Moved that the appointment of Mr. Kurt Krug to the position of Staff Writer/Editor in the Information, Marketing and Effectiveness Department, at Grade 8, Step 4,

of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 11, 2016, be approved.

9. Reclassification of Executive Director, Marketing and Communications – Vice President Glass

Moved that Mr. Gary Erwin's reclassification as the Executive Director of Marketing and Communications at Grade 1A, Step 6, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective July 1 2015, be approved.

10. Reclassification of Supervisor, Student Records – Vice President Glass

Moved that the reclassification of Ms. Rhonda Johnson as Supervisor, Student Records at Grade 5, Step 5, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective July 1 2015, be approved.

BOARD ADMINISTRATIVE SERVICES

11. Addendum to Financial Institution Designations and Practices Resolution – January 19, 2016 - Board Report #4255 – Vice President Satkowski

Moved that the addendum to Financial Institution Designations and Practices Resolution – Board Report #4255 dated January 19, 2016 be approved.

12. Board of Trustees' Collective Bargaining Team – President Jensen and Vice President Glass

Background information: This spring the Board of Trustees will begin negotiations on collective bargaining agreements with the HFCC Support Staff Association. Appointment of the Board/Administrative negotiating team is called for at this time.

Moved that the appointment by the Board of Trustees of the individuals listed below to serve as its representatives in upcoming negotiations with the HFCC Support Staff Association be approved.

Dr. Cynthia Glass
Mr. William Lodge
Ms. Lynn Borczon
Mr. Reuben Brukley

VII. BOARD OF TRUSTEES BUSINESS

- A. Board Committee Reports

Chair Lane asked Trustees to review committee assignment sheet that was distributed and email her if they had any objection to their assignment by tomorrow.

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

None

C. Board Member Commentary

Trustee Guido asked why Blackboard declined to present on their learning management system. Dr. Adam Cloutier responded that he had reached out to Blackboard in June to invite them to present and they responded that they were going through an internal reorganization and did not have the resources to present. Trustee Guido also inquired what President Jensen thought of President Obama's comment during his State of the Union address that he was going to implement free access to a community college education before his term was over. President Jensen commented that according to conversations with legislators, he did not feel that this would take place.

Trustee Petlichkoff provided an update on the Healthy Dearborn Coalition. This coalition is for anyone who lives, works or goes to school in Dearborn. The mission is to encourage healthy lifestyles. She asked that staff and students be encouraged to participate. Trustee Petlichkoff also issued an open invitation to anyone interested in touring the newly renovated City Hall Artspace Lofts (former Dearborn City Hall) tomorrow night at 7:00 p.m. or on February 1 at 7:00 p.m. The space was renovated at no cost to taxpayers.

Upon being informed that HFCC AFT Local 1650 also donated to the Hawks' Nest Food Pantry, President Jensen thanked Mr. John McDonald, president of the Local for their generosity.

VIII. ACKNOWLEDGEMENT OF CORRESPONDENCE

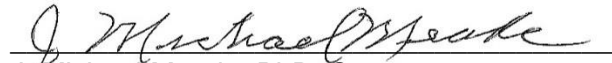
None

IX. FUTURE MEETING DATES

- A. Monday, February 8, 2016, **P-12** Board of Education, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, February 15, 2016, **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, March 14, 2016, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- D. Monday, March 21, 2016, **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 Lane, was adopted unanimously by those members present, that the meeting be adjourned at 9:07 p.m.



J. Michael Meade, PhD, Secretary