

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
NOVEMBER 21, 2016**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, November 21, 2016, at the Henry Ford College School of Nursing at 7:02 p.m. by Vice Chair Bazzi.

**ROLL CALL**

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

**II. APPROVAL OF MINUTES**

Resolution offered by Trustee Petlichkoff and supported by Trustee McDonald was adopted that minutes of the Henry Ford College Board of Trustees regular meeting and closed session minutes on October 17, 2016, be approved.

Hearing no other corrections or additions, Vice Chair Bazzi attached an affirmative vote.

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

Recognition and acknowledgement items were read by Andrea Corrie. Ms. Corrie is an HFC senior Nursing student and will be graduating from the Nursing Program in December. She is also an officer with the Henry Ford College Nursing Student Association.

- The Democracy Institute Consortium, Henry Ford College's Political Science Division and the Detroit Council for World Affairs hosted a presentation by Dr. Cynthia Watson, Professor of Strategy at the National War College followed by a webcast viewing featuring former Secretary of State, Dr. Henry Kissinger.
- The Surgical Technology program received the annual merit award from the National Board of Surgical Technology and Surgical Assisting for achieving a 100% pass rate on the Certified Surgical Technologist exam. Congratulations to Program Director, Keambra Pierson and her students for this accomplishment.
- Seventy-six (76) ITT students have applied to the College and have begun the process of matriculating into the Nursing program. Many thanks to the Welcome Center and Financial Aid staff, Nursing Advisors, and Nursing Administration. It was truly a team effort.
- Early College nursing student, Razan Habash, received a \$500 award from the National Arab Nurses Association.
- Students in the Ophthalmic Technician Program voluntarily assisted with eye exams for veterans and their families in October. Thank you Kathy Campbell, Program Director, her leadership on this project.

- Nursing student, Andrea Corrie has been elected to the position of Director of Community Health and Image Breakthrough to Nursing for the Michigan Nursing Students Association for the 2016-17 year.
- The Radiographer program received an award letter from the Joint Review Committee on Education in Radiologic Technology informing them of continued accreditation for a period of eight years. In 2016, the Radiographer program had a 94% first time pass rate on the national credentialing exam. Congratulations to Program Director Sharon Wu and Clinical Coordinator Susan Jabara and their students for these accomplishments.
- The Medical Assistant program reported a 90% first time pass rate on the national accreditation exam in 2016. Congratulations to Program Director Liz Hoffman and her students for this accomplishment.
- On October 11, the EMS program received notification they successfully passed an onsite inspection from the Michigan Department of Health and Human Services, Trauma Bureau. The program was granted a three-year approval to sponsor an EMS program, the highest award a program can be granted.
- 2016 marks the tenth anniversary of the Henry Ford Early College - Health Careers! On Friday, November 4, the Henry Ford Early College - Health Careers hosted the MEMCA Student Leadership Conference for student leaders at over 12 various Early Middle Colleges across the state of Michigan. The theme "Wellness" was well received and Friday's conference was the largest number of attendees (over 85) in the history of MEMCA.
- In celebration of Veterans Day on November 11, the Office of Student Activities together with the Student Veterans Association, held a tree dedication. This tree honors all veterans for their devotion and bravery in protecting our freedom and country.

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

President Jensen provided the following updates to the Board of Trustees:

- President Jensen thanked faculty member, Robert James and his wife for their donation of the tree for the Veterans Day tree dedication.
- Cash flow as of November , 2016
- General Fund Budget Summary as of September 30, 2016
- President Jensen informed the Board that the College is continuing to work on a five-year projected budget and balanced scored that tie in with the Strategic Plan.
- President Jensen thanked the negotiating teams for their dedication and hard work in coming to a bargaining agreement for the HFC AFT Local 1650 faculty.

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

- A. Health Sciences Nursing and Respiratory Therapist – Board Report #4311 – Vice President Nealon

##### **NURSING**

The Nursing program at Henry Ford College opened its doors in 1953 as the first Associate Degree Nursing (ADN) program in Michigan, one of only seven of its kind in the United States. Over the years, the nursing program has received many awards

and grants for curricula design, innovative teaching strategies and collaborative partnerships with the community and clinical agencies.

The nursing program moved from the main campus to the HFC School of Nursing located on the East Campus. Dedicated on November 17, 2010, the School of Nursing provides a modern, spacious learning environment, dedicated to the education of future nursing professionals, and includes three simulation suites, expanded computer and practice skills labs, and areas necessary for student collaboration and study. There are three high fidelity simulation rooms featuring:

- Sim Man G High-Fidelity Simulator for adult medical/surgical and psychiatric scenarios
- Noelle and Baby Hal High-Fidelity Birthing Simulators for labor and delivery scenarios
- Sim Baby High-Fidelity Simulator for pediatric simulations

Additionally, there are two skill labs that contain 10 hospital beds each and 11 advanced nurse Kelly mannequins.

In the fall of 2014, the Michigan State Board of Nursing approved a 71 credit, concept-based curriculum. The concept-based curriculum was implemented in the winter of 2015 with the first class graduating from the new curriculum in December 2016. Around the same time, the nursing program admission criteria were changed from a waitlist to competitive admission criteria to give qualified applicants the opportunity to gain quicker entrance into the program.

Admitting 256 students annually, the nursing program is one of the largest in the state.

The diversity of our student population supports the national initiative to increase diversity in healthcare; and, the literature cites that a diverse nursing workforce will be better equipped to serve a diverse population.

The nursing program strives to be a center of excellence. Faculty have created a comprehensive plan, affectionately called "CHAMPS," to increase student NCLEX-RN pass rates:

- C is for Curriculum – New Concept-based curriculum
- H is for HESI – A national test designed to benchmark student performance throughout the program
- A is for Admission – Competitive admission
- M is for Mentoring – A mentoring program using peers, faculty and family to increase a student's success in the program
- PS is for Powerful Simulation – Simulation is embedded in every course

Graduation rates range between 75% and 80% exceeding the State of Michigan, Board of Nursing requirements. Employer satisfaction is 100%, and, job placement for students is 90% to 95%. We currently have articulation agreements with Chamberlin College of Nursing, Madonna University and Eastern Michigan University.

The Accreditation Commission for Education in Nursing (ACEN) visited the nursing program October 11-13, 2016 for a comprehensive site visit. Though initial findings

were positive, recommendations from the Board of Commissioners will not be available until April of 2017.

### **RESPIRATORY THERAPIST**

The Respiratory Therapist program at Henry Ford College opened its doors in 1980 and has been fully accredited since 1982. Registered Respiratory Therapists (RRT) are licensed clinicians who work collaboratively with physicians and nurses to support and improve a patient's respiratory function. In order to practice in the State of Michigan, the RRT must complete an associate degree, pass a national licensure examination, and be licensed in the State of Michigan. RRT's work with patients of all ages and in many different settings. The job outlook is excellent with a 21.9% growth expected over the next ten years. The median salary for a respiratory therapist is \$51, 854 per year.

Because the program faculty have excellent relationships with its community partners, they are able to offer the students placements at twelve different clinical sites which provide the students with a wide variety of clinical experiences on medical-surgical units, in the intensive care and on the pediatric unit.

HFC students recently competed in the "Sputum Bowl" at the Michigan Society for Respiratory Care annual conference. Four of these students were finalists in competition with students from across the state. The program reported a three-year licensure pass rate of 98.4% (2013-2014) and a 100% job placement rate over the past five years. Dedicated faculty, along with Perkins-funded tutors, have enabled students to receive the best education possible. The Respiratory Therapist program received the Distinguished RRT Credentialing Success Award from the Commission on Accreditation for Respiratory Care (CoARC) -- one of only four programs in the country to receive this award.

The Respiratory Therapist lab will be renovated and expanded this spring with Perkins dollars providing funding for equipment used in simulation such as an air compressor, oxygen air outlets and a vacuum system. An articulation agreement with Sienna Heights College gives students the opportunity to obtain a bachelor's degree in respiratory therapy. Recently, an Early College Respiratory Therapist who graduated in 2015 earned her bachelor's degree at the age of 19 years old.

The program is preparing for its upcoming re-accreditation site visit in February of 2017.

Vice President Nealon introduced Health Sciences Associate Dean Susan Shunkwiler who provided a brief introduction on the video presentation. Upon conclusion of the video presentation, the Board toured the School of Nursing facility. The feedback provided by the Board upon the conclusion of the tour was that the Trustees were very impressed with the facility and that our Nursing program students are provided with a valuable educational experience.

## **VI. DISCUSSION ITEMS**

- A. Fall 2016 Technology Investment Fund (TIF) Proposed Project – Board Report #4312  
– Vice President Satkowski

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

Project Director Division/Department	Nature of Request	Approved Funding
Joyce Hommel TLS – Eshleman Library	Fund the second part of the pilot project for Proquest Discovery and Electronic Resource Management Tool, Summon-Intoda	\$28,465

The Technology Investment Committee held an open meeting on September 21, 2016 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 \$28,465. The funding of this project would leave a TIF balance of \$9,165.

Vice President Satkowski informed the Board that this project was inadvertently omitted from Board Report #4309 at last month's meeting and, therefore, included on this month's agenda.

**B. HFC Capital Outlay Request FY2018 – Board Report #4313 – Vice President Glass**

Based on the long range vision of providing innovative spaces in which to deliver technical education at HFC ([Master Plan - June 2015](#)), the College has completed and submitted the Capital Outlay Project Request for Fiscal Year 2018. This project will transform the College's industrial and technological education by embedding innovation, entrepreneurship and small business skills development into lab spaces and educational programs by renovating and expanding the fifty-one year-old Henry Ford College Technology Building.

The development of the plan has been the result of the past four years of discussion with faculty, administrators and staff in the areas of Industrial Technology (programs that reside in the Technology Building<sup>1</sup>), as well as Facility Services personnel. An updated review of the physical condition of the facility was also completed ([Facility Assessment Report 2016](#)) which shows that we have made strides in improving the building and programs through the most recent addition of \$5 million in equipment through the State of Michigan Community College Skilled Trades Equipment Program (including the HFC local direct and indirect match of over \$2.6 million).

The specific project request includes the following:

1. Approximate Total Square Footage: 42,000
  - Renovation of 18,000 square feet including deferred maintenance on building systems operating well beyond their useful life, including structure, envelope, HVAC, lighting, electrical and plumbing.
  - New construction of 24,000 square feet to create multidisciplinary labs, renovated automotive labs, and the business and entrepreneurial collaboration. New construction will also improve building and program access and internal circulation and address the lack of breakout/collaborative work spaces critical for student success.
2. Total Estimated Cost: \$14,900,000
3. Funding Request from State: \$6.7 million (45% of project total cost)

4. HFC Match (55%):

- In addition to \$1,680,000 spent in recent years to renovate the building, HFC will contribute additional resources to this project, providing \$8,200,000 or 55% of the total project cost of \$14,900,000, reducing the state share to 45% which improves our chances for approval.

Funds have been identified for the College's match for this project from the following sources:

- The College's \$20 million campaign has over \$6 million targeted for the Tech Building renovations. At present, two major donors have expressed a commitment of over \$5 million toward this goal.
- The College, at the conclusion of fiscal year 2016 (June 30, 2016), had approximately \$16.6 million in unrestricted reserves. Reserves have increased from \$5.5 million to the present amount in the last three years. A \$3.2 million general fund allocation is planned for this project. From the sources noted, the College has identified funding of approximately \$8.2 million for this project.

The request was submitted by the due date of November 1, 2016. A standard rubric for scoring is applied by a committee at the state level (expected in December 2016) and the proposals who score highest are forwarded to the Michigan Senate Fiscal Agency for consideration in the capital outlay budget for FY18.

Vice President Glass provided a recap of the HFC 2015 Master Plan presentation. The project which is at the center of the submission for funding was identified as a near-term project in the plan.

C. Lease Agreement and Early Childhood Practicum (Child Development Center Lease)  
– Board Report #4314 – Vice President Satkowski

The former Childcare Development Center building has been vacant for almost two years, since August 2015. The facility was closed due to lack of enrollment, lack of usage by HFC staff and students, and due to the costs that the College had to absorb (approximately \$55,000-\$65,000 annually).

The College has been exploring options to reopen the facility and through working with Children's Garden LLC has developed a lease that would be beneficial to the College. The highlights of the lease include:

- a five (5) year term with options for renewal of additional three (3) five (5) year terms
- annual payments to HFC in the amount of \$71,000
- renovations to be undertaken by Children's Garden LLC in the amount of approximately \$400,000 over a ten to eleven month period of time
- a practicum location for our students, and
- a rate discount for our staff and students

With the expressed need for childcare sources noted by the HFC community, this undertaking not only benefits our staff and students, but also takes a losing venture and provides the College with revenue for use in College programs.

**VII. ACTION ITEMS****A. Citizen Participation**

Jeff Morford, HFC Senate Chair, spoke on the faculty value of diversity and as HFC AFT Local 1650 Vice President spoke on construction costs from the general fund.

**B. Special Consideration of an Action Item**

Items 1 and 2 were pulled for a roll call.

**C. Motion to Approve Action Items**

Motion offered by Vice Chair Bazzi and supported by Trustee Petlichkoff was adopted with unanimous approval attached to move that action items 3 through 5 be approved as recommended.

**FINANCE****1. Proposed Refunding of 2008 Community College Facilities Bonds (General Obligation – Limited Tax) – Vice President Satkowski**

Moved that the resolution for the Proposed Refunding of 2008 Community College Facilities Bonds (General Obligation – Limited Tax) be approved with the following roll call vote attached: Ayes: Trustee Bazzi, Trustee McDonald, Trustee Meade and Trustee Petlichkoff (4); Nays: None (0); Absent: Trustee Guido, Hammoud and Lane (3).

The refunding of these bonds would provide funds for the College's general fund.

**2. Proposed Refunding of 2007 Refunding Bonds (General Obligation Unlimited Tax) – Mr. Thomas Wall**

Recommended motion: Move that the resolution for the Proposed Refunding of 2007 Refunding Bonds (General Obligation – Unlimited Tax) be approved with the following roll call vote attached: Ayes: Trustee Bazzi, Trustee McDonald, Trustee Meade and Trustee Petlichkoff (4); Nays: None (0); Absent: Trustee Guido, Hammoud and Lane (3).

**3. Fall 2016 Technology Investment Fund (TIF) Proposed Projects – Vice President Satkowski**

Moved that the Fall 2016 Technology Investment Fund (TIF) Proposed Projects as presented in Board Report #4309 at the October 17, 2016 Board meeting be approved.

**HUMAN RESOURCES****4. Staff Recommendations – Vice President Glass**

Moved that the staff recommendations, as presented in Board Report #4315: Appointment A-4; Salary Schedule Change of Status B-4; and Change in Classification C-4, be approved.

5. Ratification of the 2016-2021 Collective Bargaining Agreement between the Board of Trustees and the Henry Ford Community College Federation of Teachers, Local 1650 – Vice President Glass

Background information: Representatives for the Board of Trustees and representatives for the Henry Ford Community College Federation of Teachers, Local 1650, have reached a tentative agreement extending the collective bargaining agreement through the 2020-2021 academic year.

This agreement was ratified by the Local 1650 membership on October 17, 2016.

Moved that the ratification of the 2016-2021 collective bargaining agreement between the Board of Trustees and the Henry Ford Community College Federation of Teachers, Local 1650 be approved.

## VIII. BOARD OF TRUSTEES BUSINESS

- A. Acknowledgements of Correspondence

AFO Newsletter was received.

- B. Board Committee Reports

None

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

None

- D. Board Member Commentary

Vice Chair Bazzi thanked Jeff Morford for his comments on the faculty support of diversity. She also thanked the HFC administration, faculty and staff for keeping the College environment safe and welcoming.

Trustee Petlichkoff provided an update on the City Relations Committee. She stated that Dearborn should be used as a role model in how a city gets along so well, given its diverse population without any issues.

Vice Chair Bazzi mentioned that there will be receptions prior to both December Board meetings to honor Trustees Guido and McDonald for their years of service to the Dearborn community.

## IX. FUTURE MEETING DATES

- A. Monday, December 12, 2016, **P-12** Board of Education Meeting, 7:00 p.m., at the

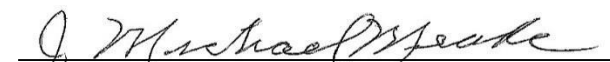


Administrative Service Center, in the Frank Franchi Board Room.

- B. Monday, December 19, 2016, **HFC** Meeting, 7:00 p.m., at the Henry Ford College Administrative Services and Conference Center, in the Rosenau Board Room.

X. **ADJOURNMENT**

Motion offered by Vice Chair Bazzi, was adopted unanimously by those members present, that the meeting be adjourned at 8:53 p.m.

  
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J. Michael Meade, Ph.D., Secretary

