

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

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, December 19, 2016, at the Henry Ford College Administrative Services and Conference Center at 7:21 p.m. by Chair Lane.

ROLL CALL

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

IA. OATH OF OFFICE - NEW BOARD MEMBER

Board Trustee James Thorpe was administered the Oath of Office by Board Chair Mary Lane.

II. APPROVAL OF MINUTES

Resolution offered by Trustee Petlichkoff and supported by Trustee Bazzi was adopted that the minutes of the Henry Ford College Board of Trustees regular meeting on November 21, 2016, be approved.

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

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by Ibrahim Nasser. Mr. Nasser's major is Business Administration/Human Resources. He plans to transfer to Eastern Michigan University next fall to earn a bachelor's and master's degree.

- HFC's English Language Institute joined the English USA professional organization in July 2016. They are one of five community college in the country and the only one in Michigan invited to join.
- Ford Motor Company will be awarding the HFC's outstanding Asset program \$5000. This will be in the form of a credit to the Rotunda Technician Tool Program or the Helm General Service Equipment program. This will be used to enhance student learning.
- Dr. Hassan Nameghi and Associate Dean Janice Gilliland presented at the 5th Annual Project Lead the Way conference entitled "How Innovation works" and "PLTW Dual Enrollment Model at Henry Ford College and Edsel Ford High School".
- At the invitation of Mr. Ron Painter, CEO of the National Workforce Boards, Scott Jedele presented to the Southern Regional Conference of Workforce Boards on the Manufacturing Performance Based Objectives web tool at the MSAMC website (www.msamc.org).

- HFC secured \$500,000 from the Michigan New Jobs Training (MNJT) Program to assist General Motors Components Holdings, located in Grand Rapids, with customized training for new employees. HFC receives 15% from the total cost of funding for administrative fees associated with the delivery of the program.
- Macey Clements, a sophomore student on the HFC volleyball team, earned Second Team All-Conference honors as voted by the 2016 MCCA volleyball coaches.
- Zaria Walker, a freshman student on the HFC volleyball team, earned Second Team All-Conference and All-Freshman Team honors as voted by the 2016 MCCA volleyball coaches.
- Conner Greenlee, a sophomore student on the HFC golf team, earned All-Conference honors by placing 7th during the 2016 MCCA Eastern Conference golf season.
- Congratulations to Sociology faculty member Calvin Harvell who successfully defended his dissertation and now holds a Ph.D. In addition, on October 22, 2016, Dr. Harvell was elected President of the Michigan Sociological Association. He presented a talk at this organization's annual conference that was entitled: A Theoretical Exploration of Cultural Inferiority: Constructing Narratives and the Policing of Black Folks.
- Congratulations to Nikole Ford, Assistant Director of Enrollment Services, on being elected as the President of the Michigan Association for Collegiate Registrars and Admissions Officers (MACRAO).
- Keli Renda, part-time Admissions Technical Specialist, has been named as a Captain for Ellucian's eCommunities for the Recruit Product. Ms. Renda's knowledge-base and enthusiasm is being recognized by Ellucian in her role as an eCommunity Captain.
- HFC was notified that a grant application, submitted by Aura Cazares, HFC's Title IX Coordinator, has been selected to receive funding. This grant, funded by the Michigan State Police, Grants and Community Services Division, will provide \$20,000 to be used to expand campus sexual assault prevention activities. These activities will reach all HFC, Early College and potentially other Dearborn Public School students. We would like to thank Dr. Glenn Maleyko for drafting a letter of support and for agreeing to participate in this program on behalf of his students.

IV. PRESIDENT'S ITEMS

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

- President Jensen thanked faculty member, Kevin Dewey and his Blue Fusion vocalists, for providing holiday music at the Board meeting. The music provided an enjoyable start to the meeting.
- President Jensen presented Board Trustees McDonald and Petlichkoff with their five-year service pins from the Michigan Community College Association. In addition, he thanked the whole Board for their great service to both the College and the Dearborn Public Schools who both rank third in size in the state of Michigan.
- Cash flow as of December 14, 2016
- General Fund Budget Summary as of November 30, 2016
- The 2016-2017 annual "Fast Facts" publication was briefly reviewed with the Board of Trustees. This document provides answers to frequently asked questions about the College in a quick and easy to find format.
- President Jensen introduced Vice President Chadwick who provided a quick lesson on how to find programs of interest within the ten meta-majors on the College's

website. Once program listing is complete on website and six months have elapsed, Trustee Bazzi would like information on specific program traffic.

V. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Item 12 was pulled for a roll call.

C. Motion to Approve Action Items

Motion offered by Trustee McDonald and supported by Trustee Bazzi was adopted with unanimous approval attached to move that action items 1 through 11 be approved as recommended.

FINANCE

1. Fall 2016 Technology Investment Fund (TIF) Proposed Project – Vice President Satkowski

Moved that the Fall 2016 Technology Investment Fund (TIF) Proposed Project as presented in Board Report #4312 at the November 21, 2016 Board meeting, be approved

BIDS AND CONTRACTS

2. Intel Core i7 Computer Systems - Computer Information Systems – Board Report #4316 – Vice President Satkowski

Moved that the award of a contract to Canton Computers for \$48,645.00 for the purchase of fifty Intel Core i7 Computer Systems and related components in accordance with the specifications of Sealed Bid #18018, be approved.

3. Amico Regal Headwalls – Board Report #4317 – Vice President Satkowski

Moved that the award of a contract to EMGS-Michigan for \$59,313.63 for the purchase of Amico Regal Headwalls and related components in accordance with the specifications of Sealed Bid #18076, be approved.

4. Intel Core i7 Computers - Business, Business Administration – Board Report #4318 – Vice President Satkowski

Moved that the award of a contract to Access Interactive for \$23,643.75 for the purchase of twenty-five Intel Core i7 Computer Systems and related components in accordance with the specifications of Sealed Bid #18088, be approved.

5. Zeiss DuraMax Coordinate Measuring Machine – Board Report #4319 – Vice President Satkowski

Moved that the award of a contract to Carl Zeiss Industrial Metrology for \$45,559 to purchase a Zeiss DuraMax Coordinate Measuring Machine and related accessories, in accordance with Proposal #64605 dated December 6, 2016, be approved.

6. Amatrol Industrial Training Systems – Board Report #4320 – Vice President Satkowski

Moved that the award of a contract to Applied Technology Systems for \$272,570 to purchase Amatrol Training Systems, in accordance with ATC's quotation dated December 5, 2016, be approved.

7. VersaLaser Laser Engraving System – Board Report #4321 – Vice President Satkowski

Moved that the award of a contract to Midwest Laser Sales & Service for \$27,750 to purchase a VersaLaser Laser Engraving System, in accordance with Midwest Laser's quotation dated December 7, 2016, be approved.

8. Storm Drain Emergency Repair- Main Campus – Board Report #4322 – Vice President Satkowski

Moved that the award of a contract to Blaze Contracting for \$167,187, including contingency funds, for the Storm Drain Emergency Repair project in accordance with the specifications of Sealed Bid #18138, be approved.

HUMAN RESOURCES

9. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4323: Appointment A-5; Reappointment to Professional Staff B-5; and Salary Schedule Change of Status C-5, be approved.

10. Interim Director, Student Success – Dr. Cynthia Glass

Moved that the appointment of Dr. Tanya McFadden, to the position of Interim Director, Student Success, at Grade 2, Step 7, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective December 12, 2016, be approved.

BOARD ADMINISTRATIVE SERVICES

11. HFC Capital Outlay Request FY2018 – Vice President Glass

Moved that the Capital Outlay Request FY2018 as presented in Board Report #4313 at the November 21, 2016 Board meeting be approved.

12. Lease Agreement and Early Childhood Practicum (Child Development Center Lease) – Vice President Satkowski

Move that the Lease Agreement and Early Childhood Practicum (Child Development Center Lease) as presented in Board Report #4314 at the November 21, 2016 Board meeting be approved with the following roll call attached: Ayes – Trustees Bazzi, Guido, McDonald, Meade, Thorpe and Chair Lane (6); Nay – Trustee Petlichkoff (1).

VI. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Letters were received from HFCC Local 1650 and an email from Michael Hill.

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

Chair Lane would like information on the following: clarification on the 25% reported dropout rate in the president's December communication piece; recycling of old technology; and the definition of the "Stopped Out" policy. Vice President Copprue clarified that the Stopped Out Policy requires that any student who leaves HFC for more than three years meet with a counselor upon returning to the College.

D. Board Member Commentary

Chair Lane thanked outgoing Trustees Guido and McDonald for the service on the Board. Trustee Bazzi added her appreciation to both Trustees as well.

Trustee McDonald wished the Nursing students who are visiting Belize well. She also gave the Culinary Arts students accolades on the fantastic job they did in providing desserts for the Dearborn Area Chamber of Commerce annual holiday get-together.

VII. FUTURE MEETING DATES


A. Monday, January 9, 2017, **P-12** Organizational Meeting, 6:45 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

B. Monday, January 9, 2017, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

C. Tuesday, January 17, 2017, **HFC** Meeting, 7:00 p.m., at the Henry Ford College Administrative Services and Conference Center, in the Rosenau Board Room.

VIII. ADJOURNMENT

Motion offered by Chair Lane, was adopted unanimously by those members present, that the meeting be adjourned at 9:10 p.m.



J. Michael Meade, Ph.D., Secretary