

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
FEBRUARY 15, 2016**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, February 15, 2016, at the Henry Ford College Administrative Services and Conference Center at 7:07 p.m. by Chair Lane.

**ROLL CALL**

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 Petlichkoff, supported by Trustee Bazzi, was adopted unanimously by those members present, that the minutes of the HFC Regular Board of Trustees Meeting, January 19, 2016, be approved.

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

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

Recognition and acknowledgement items were read by Hussein Saleh, a Pre-Engineering student who plans to transfer to Wayne State University as a Chemical Engineering major. Mr. Saleh is also an HFC tutor and a Student Council member.

- The Health Sciences Division hosted 100 plus students from the Michael Berry Career Center in Dearborn to showcase the HFC Health Care programs. The Division incorporated a “live” skit presenting the roles of each health profession at the College. Positive feedback was received from the students and instructors who are anxious to tour our facilities.
- Rochelle Taylor, Director of Athletics has been invited to participate in a roundtable session at the National Association of Collegiate Directors of Athletics Annual Convention. The session is titled, “Speed Networking – Getting to Know Industry Leaders”. The convention is scheduled for Sunday, June 12 in Dallas, Texas.
- Members of the HFC Ice Carving Club participated in an ice-carving competition in mid-January at the 2016 Plymouth Ice Festival. The HFC Ice Carving Club performed well in the Collegiate Individual Competition as noted: HFC club member Steve McCormick took 1<sup>st</sup> place with his ice sculpture of a praying mantis, which he called “Holy Bug” and Robert Speeks took 5<sup>th</sup> place with his ice sculpture of a chameleon.

- The HFC Student Nursing Association (SNA) won numerous awards at the 2016 Michigan Nursing Student Association (MNSA) Annual Convention January 29-30 in Ann Arbor. Faculty and students involved with the HFC SNA won the following awards: Distinguished Faculty Award, Peggy Kearney; Outstanding Board Member Award, Alexandra Sciacca; Community Service Award, HFC SNA; Fundraising Award, HFC SNA; Scrapbooking Award, HFC SNA; Future Florence Nightingale Award (\$500 Scholarship), Evan Hazzard and Convention Theme Scholarship (\$500), Alexandra Sciacca.
- Henry Ford College hosted the quarterly meeting for ALPACT on Friday, February 12, 2016. ALPACT stands for Advocates and Leaders for Police and Community Trust. This volunteer group is coordinated and facilitated by The Michigan Roundtable for Diversity & Inclusion or MRDI. MRDI consists of leaders and representatives from law enforcement, community, advocacy, and civil rights groups dedicated to the mission of ALPACT. Ali Awadi, Campus Safety Specialist, is a member of ALPACT and initiated and coordinated the meeting of this fifty-five-person volunteer group.
- Congratulations to the following 2016 HFC Women's Recognition Award nominees: Mary Beck, Gail Bock, Linda Brandt, Amy Ducher, Patricia Flogaus, Susan Shunkwiler, and the winner of this award, Cynthia Parrelly. Betty Priskorn, Vice President of community Health and Outreach at Beaumont Hospital, was honored as the 2016 Community Role Model recipient.

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

##### A. BEST: Michigan Avenue Transit Project Update

President Jensen introduced Dan Meyers, (Regional Transit Authority )RTA representative, who provided an overview on the study to evaluate a wide range transit options to connect Wayne and Washtenaw counties with safe, modern and efficient public transportation services. Mr. Meyers' update focused on the BEST (Building Equitable Sustainable Transit): Michigan Avenue Project. This route is on Michigan Avenue corridor and will extend from downtown Detroit to downtown Ann Arbor with connections to Metro Airport. There are two additional transit routes being developed from downtown Detroit on Woodward Avenue to Pontiac and on Gratiot Avenue to Mt. Clemens. The Commuter Rail system is geared to working passengers with less frequent stops and a quicker route time. The (Bus Rapid Transport) BRT route has more stations and will get passengers who are not in a hurry into neighborhoods. Caitlin Malloy-Marcon, an additional representative from the RTA, stated that the preferred alternative to move forward will be presented in June and anticipated to go on the ballot in November as a millage increase.

The following updates were provided by President Jensen:

- Daily Cash Flow Forecast as of February 10, 2016.
- Meetings held on his trip to Washington, DC in January to meet with various legislators.
- A meeting held in West Virginia with MSAMC consortium partners. A replica sketch by Diego Rivera that was given to our partners at the meeting was shown to the Board of Trustees. President Jensen introduced Vice President Pierner and Gary Saganski, Associate Dean of Industrial Technology, who

provided additional information on the grant adding that it has been a fruitful effort and has led to an additional apprentice grant award in which we are the lead college and also an invitation by the Gates Foundation to meet with their technical partners focusing on bringing in behavioral sciences. The MSAMC grant has established HFC as a demo school with our motto being “national innovation and local implementation.” Mr. Saganski also provided background on the choice of the sketch as a gift indicating that Mr. Rivera drew the sketch while visiting various factories and before painting his Rivera Court Murals. Mr. Saganski added that he feels the sketch captures the essence of people, technology, motion and movement and also the changes in culture.

- Eight P-12 CPI teams have been established and training has already begun. Three HFC CPI winter semester teams will begin training this Wednesday.

#### IV. **SPECIAL REPORTS**

##### A. Charitable Giving – Board Report #4256 – Vice President Copprue

The spirit of giving resonates again at Henry Ford College. Many agencies, communities, and causes have been supported by the care and generosity of the hands of HFC. As an institution of higher education, HFC is engaged in the community in which it has deep connections. Students are encouraged to partake in service projects as a way to build their character and develop a selfless mindset. They think critically and creatively in responding to the needs of the community. Members of the campus community willingly donate time, services and resources.

Since the beginning of the 2015-2016 academic year, the following projects have been sponsored by HFC student clubs, athletes, departments and unions:

- The Student Veterans Association held a clothing drive in support of homeless veterans. Donations were made to the John Dingell VA Hospital and the Michigan Veterans Foundation.
- The Student Nurses Association, African American Association and student athletes held a water drive in response to the Flint Water Crisis donating and delivering over 50 cases of water to residents.
- More than \$3,000 has been donated from faculty and staff towards the Hawks’ Nest, the newly established food pantry for students, including \$1,000 donations from the SSA and Local 1650. In addition, staff and students have donated 715 pounds of food.
- Members of Local 1650 held its annual book campaign, Gift of Reading, and donated books and monetary contributions.
- The Student Activities Office led a Tote Bag Drive for select shelters that provide services to youth. The bags help with the maintenance of belongings as youth transition from place to place.
- The Teaching and Learning department held its 22<sup>nd</sup> Annual Mitten Tree and donated many items to COTS.
- Over 300 volunteers participated in the 23<sup>rd</sup> Annual Dr. Martin Luther King Jr. Day of Service: packed food, made fleece blankets, beautified buildings and more.
- The Ophthalmic Tech students performed free eye exams to veterans and their families.

- AFO supports college events such as the Women's Recognition Luncheon.
- Nearly \$12,000.00 has been raised by HFC in support of the Dearborn Animal Shelter.
- The WINGS Mentoring Program hosted a community Service project with young ladies at Vista Maria. Mentees gave presentations on the STEM+B professions, and created journals and flower ink pens for the writing of 2016 goals.
- The Muslim Student Association made gift baskets and visited the elderly at Oakwood Commons Retirement Center.
- The Ice Carving Club provided ice demonstrations at the Dearborn Farmer's Market.
- The National Society of Leadership and Success sponsored a coat drive for Operation Get Down, a residential treatment and transitional housing facility.
- Staff Council held the 19<sup>th</sup> Annual Toys for Tots collecting over 300 toys for area children.

This list is a mere sampling of HFC's charitable giving and volunteerism. Many projects have become a tradition of HFC and occur annually. Others are new and primarily derive from current trends and issues. All projects help the community and are a reflection of the compassion and care of Henry Ford College.

Vice President Copprue introduced Cassandra Fluker, Student Activities Officer, and Rochelle Taylor, Athletic Director, who spoke on charitable efforts across the campus and the Hawks' Nest, respectively. Ms. Fluker also provided a slideshow presentation on these efforts.

B. HFC Outreach Program in Astronomy Education – Board Report #4257 – Vice President Pierner

The Hammond Planetarium is the cornerstone of the HFC public outreach program in astronomy education, which serves members of the Dearborn community and surrounding areas. Each year, more than 2,000 people visit the HFC Hammond Planetarium. Most are from local elementary schools, but many are also from local high schools brought to the planetarium as part of campus tours arranged by Delphine Davis of the HFC recruitment office. The planetarium also hosts many members of the general public who come to campus to see the seasonal shows. These shows are geared toward a wide range of ages, free to the public and offered every Wednesday evening at 7:30 pm and every other Saturday at 3:00 pm.

All of the public planetarium shows are produced 100 percent here on campus, utilizing technology available in the planetarium as well as the talents of HFC faculty and staff. They are generally presented by members of the Ford Amateur Astronomy Club (FAAC), which also holds its monthly meetings on our campus. The FAAC offers free membership to any HFC student.

For local children visiting the planetarium as part of school field trips, we add the option of guided tours of the campus wide scale model of the Solar system, which is currently being upgraded to a touch-screen computer based digital system. We also typically include astronomy lecture/demonstrations in one of our classrooms as well as guided tours of the UMD Observatory. On sunny days, students are able to view sunspots and other solar activity through telescopes setup on the roof of the UMD

science building. These field-trip tours require a considerable amount of coordination as most of them involve more than 100 students at a time. When these students arrive on campus, a small staff of volunteers is always there to greet them.

We are constantly working to improve content available for display. As part of the recent sabbatical work by Steve Murrell, the director of the planetarium, modules were created for each of the planets in the solar system. Also, an entirely new summer program was produced and premiered to the public in July 2015.

We are also working to increase our level of off-campus activity in various ways, including offering presentations or demonstrations as part of other local astronomy related events. One recent example was the ISS Contact event put together by the STEM Coordinator for the Dearborn Public Schools, Mary Varady. The focus of the event was to allow local 5<sup>th</sup> graders the opportunity to communicate in real-time, with an astronaut aboard the ISS. Steve Murrell, director of the HFC Hammond Planetarium, gave a presentation on the exploration of Mars while waiting for the International Space Station to fly over.

Finally, the planetarium director is currently working with Gary Erwin and the HFC marketing staff to create a website, which will include everything from descriptions and schedules of public shows to providing forms that can be filled out by local teachers to schedule field trips to our campus

Steve Murrell, Planetarium Director, provided on the activities that have taken place in the planetarium within the past couple of years. Board of Trustees were in agreement that there needs to be more marketing on the planetarium, as many Dearborn residents don't know it exists.

C. Intake Subcommittee Report – Board Report #4258 – Vice President Copprue

The mission of the Intake Subcommittee is to ensure that information and processes experienced by prospects, applicants, and newly admitted students maximize HFC's ability to provide students with a clear pathway to meet their end-goals as early as possible in their college career. The Intake Subcommittee employs a philosophy that students who are able to have a good start in their academic career at HFC have a much higher chance for a successful finish.

The committee's focus is on the student experience from the time of their initial interest in the College through their first semester(s) on campus. Areas within this focus include marketing materials, the website, communications, new student orientation, course placement, academic advising, career advising, etc. Committee members are assigned specific area(s) and develop a report on our current state for committee review and discussion. Our goal in the evaluation of these areas will be to see where we can mold our current processes so that they fit with the Guided Pathways model. Opportunities for improvement that are identified will be brought up through the Guided Pathways Steering Committee and any other related subcommittees for review, consideration and next steps.

A major goal of Guided Pathways, and specifically the Intake Subcommittee, is to help students make an informed decision on a career path as early as possible so they can identify an appropriate academic program. *Focus 2* is a software platform designed to help students assess their strengths and interests with careers paths, and

link them to related academic programs offered at HFC. *Focus 2* has been an option for current students here at HFC since Fall 2013.

This Spring, we will be adding a new module of *Focus 2*, designed for prospective students, to the HFC website. Prospective students will have an opportunity to evaluate careers of interest and related academic programs before they even submit an application to the college. This will help more students select a viable pathway before they enroll for their first class here at HFC.

This past Summer, the College began the implementation of *Ellucian Recruiter*, the new platform we will use to manage prospective students and applicants. The timing of the *Recruiter* implementation with Guided Pathways has allowed us to build the *Recruiter* system around the Guided Pathways philosophy. *Recruiter* will allow us to automate personalized communications to prospective students and applicants that are pertinent based on information we collect from them during the inquiry and application stages.

We plan to collect more information on the admissions application than we do currently: What are the personal goals of each of our applicants? Do they hope to obtain a degree or certificate? Do they plan to come here for two years and transfer? If yes, where? We can use this information to attract students to the College and get them on the right pathway for success in achieving their goals, which in turn can contribute to increased enrollment and retention for the College.

Vice President Copprue introduced Jeremy Guc, Supervisor of Recruitment and Admissions, who provided an overview of the intake portion of the Guided Pathways 2in which efforts are focused on the front end of the enrollment process, before a student is actually at HFC and into their first semester. The mission can be encapsulated as: a great start leads to a successful finish. Mr. Guc provided samples of emails that are sent in quick response to student inquiries which include contact name and email for follow-up. The Board of Trustees were happy to see the implementation of the Focus 2 module and hope that it will be promoted so that all students will want to use this tool.

## V. **DISCUSSION ITEMS**

None

## VI. **ACTION ITEMS**

A. Citizen Participation

None

B. Special Consideration of an Action Item

Other Severance (C-8) was pulled from action item 5 prior to approval and action item 14 was tabled.

C. Motion to Approve Action Items

Resolution offered by Trustee Hammoud and supported by Trustee McDonald was adopted with unanimous approval attached to move that action items 1 through 16, with the exception of Other Severance (C-8) in action item 5 and action item 14, be approved as recommended.

### **FINANCE**

None

### **BIDS AND CONTRACTS**

1. Intel Core i7 Computer Systems, Business – Board Report #4259 – Vice President Satkowski

Moved that the award of a contract to Access Interactive for \$48,077.50 to purchase Intel Core i7 Computer Systems, in accordance with the specifications of Sealed Bid #17192, be approved.

2. North Loop Primary Electrical Upgrade – Phase 4 – Board Report #4260 – Vice President Satkowski

Moved that the award of a contract to R Simon Electric LLC for \$129,500 for the North Loop Primary Electrical Upgrade – Phase 4 project, in accordance with the specifications of Sealed Bid #17287, be approved.

3. Dell Latitude Rugged Tablet Computers – Board Report #4261 – Vice President Satkowski

Moved that the award of a contract to Active Interactive for \$55,016 to purchase Dell Latitude Rugged Tablet Computers, in accordance with the specifications of Sealed Bid #17329, be approved.

4. CareerFocus Magazine – Board Report #4262 – Vice President Satkowski

Moved that the award of a contract to Academic Marketing Services for \$40,833 for the printing of the CareerFocus Magazine and associated services, in accordance with Quote #10173-2 dated January 8, 2016, be approved.

### **HUMAN RESOURCES**

5. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4263: Resignation A-8; Retirement B-8; Appointment D-8; and Expression of Sympathy E-8, be approved.

6. Appointment of Interim Director, Institutional Research and Reporting – Vice President Glass

Moved that the appointment of Dr. Chris Buczynski to the position of Interim Director, in the Institutional Research and Reporting Division, at Grade 1, Step 5,

of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 21, 2016, be approved.

7. Appointment of Special Assistant to the Vice President of Financial, Facility and Auxiliary Services – Vice President Glass

Moved that the appointment of Ms. Jayne Sakelaris to the position of Special Assistant to the Vice President of Financial, Facility and Auxiliary Services, at Grade 2, Step 4, of the 2015-2016 Henry Ford College Exempt Salary Schedule, 48 weeks, effective February 18, 2016, be approved.

8. Appointment of Project Manager, Workforce Development – Vice President Glass

Moved that the appointment of Ms. Roxanne Lopetrone to the position of Project Manager, in the Workforce Development Department, at Grade 7, Step 2, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 1, 2016, be approved.

9. Appointment of Project Manager, Workforce Development – Vice President Glass

Move that the appointment of Ms. Janette Artushin to the position of Project Manager, in the Workforce Development Department, at Grade 7, Step 2, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 1, 2016, be approved.

10. Reclassification of Assistant Director, Enrollment Services – Vice President Glass

Moved that the reclassification of Ms. Nikole Ford to the position of Assistant Director, in Enrollment Services, at Grade 2, Step 1, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective October 1, 2015, be approved.

11. Reclassification of Executive Director, Financial Services and Financial Aid – Vice President Glass

Moved that the reclassification of Mr. Kevin Culler to the position of Executive Director of Financial Services and Financial Aid, at Grade 1A, Step 8, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective July 1, 2014, be approved.

12. Reclassification of Director, Purchasing – Vice President Glass

Moved that the reclassification of Mr. Fred Steiner to the position of Director of Purchasing, at Grade 1, Step 2, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 1, 2016, be approved.

13. Reclassification of Manager of Collegiate Partnerships, Workforce Development – Vice President Glass

Moved that the reclassification of Ms. Elizabeth Rutherford as Manager of Collegiate Partnerships in Workforce Development, at Grade 7, Step 1, of the



2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 1, 2016, be approved.

14. Severance of Tenured Faculty Consideration – Vice President Glass

Background information: The Board of Trustees has received a charge regarding severance of employment of tenured faculty member, Diane Donbrosky. Per Article V.D. – Severance of a Tenured Teacher of the 2013-2018 Henry Ford Community College Federation of Teachers, Local 1650, collective bargaining agreement, the Board of Trustees must consider these charges and conduct a vote on whether to proceed upon such charges.

Recommendation motion: Move that the College proceed upon the charges brought forward to the Board to sever the employment of tenured faculty member, Diane Donbrosky.

This item was tabled.

**BOARD ADMINISTRATIVE SERVICES**

15. FY 2015-2016 Mid-Year Budget Adjustment – Vice President Satkowski

Moved that the FY 2015-2016 Mid-Year Budget Adjustment as presented in Board Report #4248 on January 19, 2016 be approved.

16. HFC Board of Trustees Scholarships – Board Report #4265 – President Jensen

Moved that the recommendation of students listed to receive scholarships as presented in Board Report #4265 be approved.

**VII. BOARD OF TRUSTEES BUSINESS**

A. Acknowledgement of Correspondence

None

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Trustee McDonald asked that her chair be fixed.

**VIII. ACKNOWLEDGEMENT OF CORRESPONDENCE**

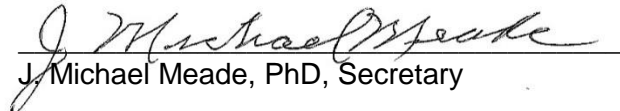
None

**IX. FUTURE MEETING DATES**

- A. 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.
- B. 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.
- C. Monday, April 11, 2016, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- D. Monday, April 18, 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 9:19 p.m.

  
J. Michael Meade, PhD, Secretary