

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

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, March 21, 2016, at the Henry Ford College Administrative Services and Conference Center at 7:06 p.m. by Vice Chair Bazzi.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Petlichkoff, supported by Trustee Hammoud was adopted unanimously by those members present that the minutes of the HFC Regular Board of Trustees Meeting, February 15, 2016, be approved.

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

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by Jeffrey Henderson. Mr. Henderson is a sophomore at Henry Ford College and a member of the Wrestling Team.

- Three HFC students representing the engineering club mentored a group of Edsel Ford high school students who were preparing for an Engineering Competition. Jaleelah Hassan Ahmed from Edsel Ford sent a note of appreciation to the Engineering Club advisor, Hassan Mohseni Nameghi for his guidance and work with the club.
- The Career Services department held a job fair featuring representatives of Comerica Park. The fair ended with 137 HFC students being offered positions.
- Tiffany Feebish, current Biotechnology and Honors student, has earned a coveted spot in Michigan State University's Summer Plant Genomics Program for Undergraduates.
- The following student-athletes received Michigan Community College Athletic Association (MCCAA) honors for their play during the 2015-2016 basketball season:
 - Ariel Walker, Sophomore, received All-Region, All-MCCAA and First-Team All-Conference honors.
 - Diangelo Carlton, Freshman, received Second-Team All-Conference and All-Freshman Team honors.
 - Keith Robinson, Freshman, received Honorable Mention honors.

- The following Wrestling Club members qualified for the National Collegiate Wrestling Association (NCWA) national championships in Kissimmee, Florida:
 - Austin Koehler, 125 weight class. Austin is the Great Lakes Conference Runner-Up in this weight class.
 - Brad Speen, 125 weight class.
 - Jeffrey Henderson, 235 weight class. Jeffrey finished 3rd in the Great Lakes Conference in this weight class. Mr. Henderson was also named as a NCWA All-American for placing 4th at Nationals.
 - Darian Holmes, 285 weight class. Darian is the Great Lakes Conference Champion in this weight class.
- Congratulations to international students, Mazen Al-Badany and Khalil Al-Qutami for being awarded the Syria-Yemen Emergency Student Fund. This fund was created by the Institute of International Education to allow some of the best and brightest Syrian and Yemeni students to remain in the United States to continue their education despite the financial challenges that arise due to the current state of war in their home countries. Thank you to Ms. Jessica Dubey in the International Office for acknowledging the talent and hard work of these students and nominating them for this award.
- The Henry Ford College Student Nursing Association won several awards at the Michigan Nursing Student Association Annual Convention in Ann Arbor. Faculty and students recognized include Peggy Kearney, distinguished faculty award; Alexandra Sciacca, Outstanding Board Member award and Convention Theme Scholarship; and Evan Hazzard, Future Florence Nightingale award. In addition, Anngilyn Dombrowski was named to the board of directors.
- Dr. Cynthia Glass was appointed to serve on the Leadership Academy's International Advisory Board.
- Jeffery Lao and the Hospitality department donated time, energy and three amazing ice sculptures for display outside of the Eshleman Library to highlight Edgar Allan Poe and The Big Read.
- John Reitz represented the College in the Dearborn Public Libraries Big Read program by holding a Book Discussion on Edgar Allan Poe here in our Eshleman Library.
- Vice President Best and the Henry Ford College Foundation Board raised money to assist Margaret Heit, an HFC Nursing student, whose car was stolen and totaled. The Foundation, with the help of the following donors: Hennesey Engineers, R. Simon Electric, Enertron LLC, Dearborn Rotary Foundation and an anonymous donor was able to raise enough money to help her purchase a used vehicle.

IV. PRESIDENT'S ITEMS

The following updates were provided by President Jensen:

- Daily Cash Flow Forecast as of March, 2016.
- Board of Trustees General Fund Report (Summary) – February 29, 2016
- Vice President Pierner has invited the Board of Trustees to an event on April 14 which will spotlight program improvements within the past six months. This event will take place twice a year and will cover all programs within five years. Trustees have options as to which program they would like to attend.

V. SPECIAL REPORTS

A. Keeping on the Path – Board Report #4266 – Vice President Copprue

The mission of the Guided Pathways Subcommittee “Keeping on the Path” (abbreviated to KOTP) is to develop institutional policies and support structures to assist faculty in retaining more students in classes and facilitate student success along their chosen college path.

The expected outcomes of KOTP include increasing student satisfaction, persistence, awareness (as related to college-level standards and expectations), and completion. In addition, the subcommittee endeavors to decrease the number of programmatic changes made by HFC students (thus, keeping them on the path to completion), and reduce the number of students identified as at-risk or probationary.

To accomplish this, the subcommittee is gathering data to determine what barriers inhibit student success and retention at Henry Ford College with the assistance of Information, Marketing, and Effectiveness. The results of this research is forthcoming.

Likewise, the subcommittee has and continues to review institutions that have successfully implemented Guided Pathways for examples of best practices to emulate and apply at HFC based on evidence.

Additionally, the subcommittee recognized early the many effective retention and outreach initiatives currently in place at HFC. However, not all of the initiatives are publicized in ways that reach the entirety of the campus community, leading to many students missing out on opportunities tailor-made to assist them in times of need. Because of a lack of information sharing, successful retention programs may be unnecessarily duplicated by multiple departments/divisions, which is a lost prospect of consolidating campus resources. Compounding this is the problem of data sharing, particularly in regards to outcomes, as campus stakeholders need to be informed of the success of these retention and outreach efforts. Thus, the subcommittee has undertaken the goal of identifying all current retention initiatives at Henry Ford College.

To further the acclimation of HFC students, the subcommittee has developed a prototype of a student success calendar and checklist. The purpose is to inform students using one document (akin to the “7 Steps to Enrollment”) of important dates and actions to take during the academic calendar year.

As part of the College’s First-Year Experience (FYE), the subcommittee will provide input on possible modifications to COLL 101: College Success. The aim is to maximize the effectiveness of its pedagogy and delivery to students.

Retention Alert is currently in a small-scale pilot phase and upon a successful trial period, will be fully reinstated college-wide. This will allow for recording and tracking of student concerns at all levels of the institution and improved accountability and resolution of said concerns.

KOTP will continue to monitor the effectiveness of its outcomes and implementation of its proposed recommendations within the Guided Pathways model.

Vice President Copprue introduced four members of the Keeping on the Path sub-committee who spoke as follows on KOTP: Chardin Claybourne spoke about the mission; Chad Austin spoke on goals; Imad Nouri spoke on two of the three recommendations; and Rama Chidambaram finished up the presentation speaking about the fourth goal which is the reinstatement of retention alert.

VI. DISCUSSION ITEMS

A. Proposed 2016-2017 (FY2017) Tuition Adjustment for Fall Semester – Board Report #4267 – Vice President Satkowski

As the College continues to progress through its financial challenges during 2016-2017, there are many opportunities and program enhancements that need to be addressed. With declining enrollment for FY2016, state aid continuing to be relatively flat, and increased property tax revenues being earmarked to re-establish reserves, a minimal tuition increase is being recommended for 2016-2017.

In reviewing the College's revenue components of state appropriations, property tax revenue, and tuition, it is noted that revenues have increased by only 11.66 percent to an inflation rate of 12 percent since FY2010. This phenomenon is not unusual for higher education since over the six year period since FY2010, state appropriations have increased by only 4.03 percent and property taxes have decreased, on the initial 3 mills at the College, by 29.2 percent. Tuition has made up some of the difference in the lack of funding from the state and property taxes. However, the College has attempted to minimize tuition increases as much as possible and did not increase tuition in FY2015. Furthermore, overall inflation for 2015 was approximately 1.2 percent while inflation in the education section was at 3.1 percent.

In comparing the College's rates with others (Attachment 1), based upon 2015-2016 rates, the Henry Ford College in-district tuition rate of \$92 is the 27th lowest out of 28 colleges, the out-of-district rate is 22nd, and the out-of-state/international rate is the 17th lowest.

Therefore, with the College's position in tuition compared to others and since no tuition increase took place in 2014-2015, it is recommended that rates be adjusted as follows:

	Current	Recommended	Percentage (over 2 years)
In-District	\$ 92.00	\$ 93.00	1.1%
Out-of-District	\$158.00	\$161.00	1.9%
Out-of-State	\$225.00	\$230.00	2.2%
International	\$225.00	\$295.00	31.1%

These rates would place Henry Ford College rates at 21st, 20th, and 17th for in-district, out-of-district, and out-of-state/international respectively compared to FY2016 rates. However, per MCCBOA surveys, most colleges will be increasing rates in FY2017. It should also be noted that Henry Ford College is one of only nine colleges that charges for tuition based on credit hours versus contact hours. Charging by contact hour costs students more since contact hours exceed credit hours in a number of classes. Henry Ford College does charge a lower rate for contact hours, which are

capped at 5 hours per class. The rate for FY2017 will be \$89 per hour. This rate has been at \$65 per hour for the last 5 years.

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Item #10 ten was tabled.

C. Motion to Approve Action Items

Motion offered by Trustee Petlichkoff and supported by Vice Chair Bazzi was adopted with unanimous approval attached to move that action items 1 through 13, with the exception of action item 10, be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

1. Biology Lab Remodel – Board Report #4268 – Vice President Satkowski

Moved that the award of a contract to Building Technology Services, LLC for \$66,517 for the Biology Laboratory Remodel project, in accordance with the specifications of Sealed Bid #17376, be approved.

2. Cisco Systems Distribution Switches – Board Report #4269 – Vice President Satkowski

Moved that the award of a contract to Sentinel Technologies, Inc. for \$31,457 to purchase Cisco Systems Distribution Switches, in accordance with the specifications of Sealed Bid #17425, be approved.

3. Ricoh Multifunction Copier and Kiosk System – Board Report #4270 – Vice President Satkowski

Moved that the award of a contract to Ricoh USA for \$50,540 for a Multifunction Copier and Kiosk System, in accordance with Quote #71185v2 dated February 1, 2016, be approved.

HUMAN RESOURCES

4. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4271: Resignation A-9; Appointment B-9; Salary Schedule Change in Status C-9; Change in Classification D-9; and Expression of Sympathy E-9, be approved.

5. IR Business Intelligence Analyst, Institutional Research and Reporting – Vice President Glass

Moved that the appointment of Mr. Chad Banks to the position of IR Business Intelligence Analyst in Institutional Research and Reporting, at Grade 6, Step 2 of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective March 14, 2016, be approved.

6. IR Business Intelligence Analyst, Institutional Research and Reporting – Vice President Glass

Moved that the appointment of Mr. Richard Michalski to the position of IR Business Intelligence Analyst in Institutional Research and Reporting, at Grade 6, Step 2, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective March 14, 2016, be approved.

7. Payroll Manager, Financial Services – Vice President Glass

Moved that the appointment of Ms. Sandra Cartwright to the position of Payroll Manager, in the Financial Services Department, at Grade 7, Step 1, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective March 14, 2016, be approved.

8. Temporary Assistant Program Manager – Compliance, M-SAMC Grant – Vice President Glass

Moved that the appointment of Mr. Callan Eschenburg to the position of Temporary Assistant Program Manager – Compliance, for the M-SAMC Grant, at Grade 7, Step 2, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 22, 2016, be approved.

BOARD ADMINISTRATIVE SERVICES

9. Board of Trustees' Collective Bargaining Team – President Jensen

Background Information: This spring, the Board of Trustees will begin negotiations on a collective bargaining agreement with the HFCC Administrators' Association, Local 71. Appointment of the Board/Administrative negotiating team is called for at this time.

Moved that the appointment of the individuals listed below to serve as the Board of Trustees representatives in the upcoming negotiations with the HFCC Administrators' Association, Local 71, be approved.

Dr. Cynthia Glass
Mr. John Satkowski

Mr. William Lodge
Ms. Lynn Borczon

10. Foundation Board of Director Nomination – President Jensen

Background information: Mr. Patrick Rugiero is being recommended for appointment to the Henry Ford College Foundation Board of Directors. Mr. Rugiero was brought before the Foundation Board for their approval at their March 3, 2016 meeting. The Foundation Board unanimously approved his appointment. If approved, his three year term begins June 2016.

Patrick Rugiero was born and raised in Dearborn and attended Henry Ford Community College ultimately graduating with Honors from the University of Michigan-Dearborn. Mr. Rugiero, along with his three brothers, operate the Roman Village family of restaurants that their parents founded over 50 years ago. In addition to the Roman Village, the family of restaurants also include Antonio's Cucina Italiana restaurants in Dearborn Heights, Farmington Hills and Canton Township. After his father passed away from complications related to diabetes, the Rugiero Promise Foundation was founded by the family to raise funding for a cure for diabetes. He is active with several other charitable, philanthropic, and civic causes and sits on several Boards including the Downtown Development Authority (DDA), Brownfield Redevelopment Authority in the Township of Canton and the Board of Directors of the National Kidney Foundation of Michigan.

Recommended motion: Move that the appointment of Mr. Patrick Rugiero to the Henry Ford College Foundation Board of Directors for a three year term beginning June 2016, be approved.

This item was tabled.

11. Staff Recommendations – Vice President Glass

Moved that the Staff Recommendation from Board Report #4263, Other Severance C-8, as addressed by the Board in closed session on March 18, 2016, per the request of the employee and in accordance with the Bullard-Plawecki Employee Right to Know Act MCL 423.506 and as permitted by the Michigan Open Meetings Act MCL 15.268 Sec. 8(a), be approved.

12. Appointment of Director of Transportation – Dr. Glenn Maleyko

Background information: The position of Director of Transportation was created by the retirement of Steven Lynch. The Superintendent of Schools is prepared to recommend a candidate as Director of Transportation at this time.

Moved that the appointment of Mark Andrews be appointed to Director of Transportation at a Grade 3, Step 1, of the Dearborn Schools Administrators' Salary Schedule, 48 weeks, effective March 22, 2016, be approved.

13. Sale of Howe School – Dr. Glenn Maleyko

Moved that the rejection of the two offers to purchase Howe School by Rabih Bazzi dated February 26, 2016 and Nazih Jawad dated February 29, 2016, be approved.

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Trustee McDonald mentioned that she had received an anonymous letter. She added that in order for her to follow-up with any concerns sent to her the author must include a signature. This was the consensus of the Board.

B. Board Committee Reports

Trustee Petlichkoff updated the Board on the City Relations Sub-Committee on which she serves.

C. Requests for Information and/or Future Agenda Items

Trustee Petlichkoff requested a list of additional actions taken on by the College to increase revenue in addition to the request for a tuition request.

Trustee McDonald requested a list of tuition increases.

D. Board Member Commentary

IX. FUTURE MEETING DATES

A. 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.


B. Monday, April 18, 2016, **HFC** Meeting, 7:00 p.m., at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

C. Monday, May 9, 2016, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

D. Monday, May 16, 2016, **HFC** Meeting, 7:00 p.m., at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

X. ADJOURNMENT

Motion offered by Vice Chair Bazzi, was adopted unanimously by those members present, that the meeting be adjourned at 8:06 p.m.



J. Michael Meade, PhD, Secretary