

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
MAY 16, 2016**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, May 16, 2016, at the Henry Ford College Administrative Services and Conference Center at 7:16 p.m. by Chair Lane.

**ROLL CALL**

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

**II. APPROVAL OF MINUTES**

Resolution offered by Trustee Petlichkoff, supported by Trustee Guido was adopted unanimously by those members present that the minutes of the HFC Regular Board of Trustees Meeting, April 18, 2016, be approved.

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

**III. PRESIDENT'S ITEMS**

The following updates were provided by President Jensen:

- President Jensen attended eight graduation ceremonies within the past two weeks and offered his congratulations to all students who participated. He also congratulated Trustee Guido on being the 2016 recipient of the HFC Commencement Distinguished Service award.
- The initial meeting of the President's National Advisory Council took place on May 3, 2016. Several community leaders who were in attendance from Dearborn included Kelly Smith, President of Beaumont-Oakwood Hospital; Osama Siblani, Editor of the Arab American Newspaper; and Chair of the Council, Henry Ford III. The next meeting will take place in August. Currently, the plan is to meet quarterly each year.
- The second meeting of the Foundation's \$20m Executive Campaign Committee took place this morning at Park Place.
- Board of Trustees General Fund Report (Summary) – April 30, 2016
- Daily Cash Forecast as of May 11, 2016
- A photo of future HFC students from Carlson High School with HFC recruiter Kristin Rouleau was shared with the Board.

#### **IV. RECOGNITION AND ACKNOWLEDGEMENTS**

Recognition and acknowledgement items were read by Huda Sedaki an international student with a F1 visa. Huda graduated from Henry Ford College with an Associate Degree in Science after completing the General Engineering program. While at Henry Ford College she served as a tutor, completed the WINGS mentoring program, completed the Honors Program and remains a member of Phi Theta Kappa. Huda has been accepted into Wayne State University and will be studying Mechanical Engineering with a minor in Mathematics.

- Congratulations to John Gibson, adjunct librarian, for being awarded the Detroit Public Library Staff Fellowship Association Retiree of the Year award for 2016.
- The Certified Nursing Assistant (CENA) Program has met state and federal guidelines and has been granted a two-year approval from the state of Michigan.
- Congratulations to the following HFC Respiratory Therapist program students for placing 2<sup>nd</sup> in the annual Sputum Bowl competition: Miranda Immen; Abdallah Jaafar; Kim Cornett and Phil Matthewson. It was a very close competition. These HFC students lost by one point in “sudden death” overtime.
- HFC student Huda Sedaki will be attending the Aeronautical Engineering 2016 Summer Research Internship at the University of California – Irvine through Base 11.
- The Village Herb Associates from Greenfield Village have awarded two students, Hesham Atoui (from the HFC Early College) and Fatima Rizk (who is a mother of two and striving to be a role model pursuing her education) each a \$500 scholarship.
- Congratulations to the following 2015-2016 WINGS mentees:
  - Huda Sedaki elected by Base 11 in California for a paid internship.
  - Rana Makki recently hired as a part-time HFC employee in the CIS department and accepted to the University of Michigan-Ann Arbor
  - Brittney Arafat a member of our Honors Program and selected as the 2016-2017 Editor-in-Chief for the Mirror News. Brittney received the third place award in the Barret Contest and selected for two journalism awards at the Michigan Community College Press Day. In addition, Brittney was selected for the University of Ann Arbor’s summer fellowship program aka “Undergraduate Research Opportunity Program” and will attend the National Conference for College Women Student Leaders in the state of Maryland this June.
  - Ashley Ball a member of the HFC Honors Program and the Phi Theta Kappa Honor Society was awarded the Gilman International Scholarship. Ashley was selected for the Portugal Study Abroad Program for Pharmacy and also the University of Ann Arbor’s summer fellowship program aka “Undergraduate Research Opportunity Program”. In addition, Ashley will attend the National Conference for College Women Student Leaders in the state of Maryland this June.
  - Inayah Rahman is a Wayne State University Presidential Scholarship recipient.
- Congratulations to the following Honors students who have been awarded Gilman Study Abroad Scholarships: Ashley Ball, \$4,500 scholarship to study in Portugal;

Hector Ochoa, \$3,000 scholarship to study in India and Marcus Olah, \$3,000 scholarship to study in India.

- Congratulations to Jake Kieronski, member of the Henry Ford College golf team, who won the Michigan Community College Athletic Association (MCCAA) Individual Championship title for the second consecutive year at the MCCAA State Tournament at Elks Lodge in Port Huron on May 10. In addition to retaining his title, he advances to the National Junior College Athletic Association Region XII Golf District Championship, alongside teammates Conner Greenlee, Trevor Monaco, and Robert Salter.
- Congratulations to Kyle Roberts, a left-handed pitcher on HFC's baseball team, who is entering the 2016 Major League Baseball First-Year Player Draft. Kyle has been identified as one of the top nine pitchers in the Community College ranks and is projected to go as high as the second round.

## V. **SPECIAL REPORTS**

### A. **Base 11 Partnership** – Board Report #4275 – Vice President Pierner

On January 12, 2016, Henry Ford College signed a Memorandum of Understanding (MOU) with the Center For Innovation in Education, dba Base 11, a not-for-profit 501(c)3 corporation headquartered in Costa Mesa, California. Base 11 is a STEM workforce and entrepreneur acceleration company on a mission to build a sustainable middle class in America. They connect employers, academic institutions, and entrepreneurial opportunities with high-potential, low-resource students who have shown interest and talent but lack the access and resources needed to realize their greatest potential. The MOU commits Base 11 and HFC to collaborate to this end.

Specifically, the Base 11 and HFC will partner in several areas that include the following:

1. Launch the Base 11 Entrepreneurial Innovation Program at HFC including student access to the [MIT model] Fab Lab sponsored by Base 11 and the introduction of the Base 11 STEM Entrepreneurial Innovation 16 week curriculum. An example of this initiative is detailed in this link: <http://www.msn.com/en-us/money/other/base-11-launches-innovation-center-and-new-course-at-skyline-college-to-support-the-next-generation-of-stem-entrepreneurs/ar-BBrqSCj>
2. Launch the Base 11 Internship Program at HFC by offering HFC student access, for nomination by HFC faculty, to the Base 11 sponsored internships programs including, but not limited to, Caltech, USC, the Smithsonian National Air and Space Museum, and University of California Irvine.
3. Jointly explore the potential of housing the HFC Community Development Advanced Manufacturing Center for Detroit High Schools within the facilities located at the Coleman A. Young Airport.
4. Base 11 and HFC will partner on joint government grant proposals and corporate partnership proposals to provide ongoing sustainable funding for the programs, facilities and equipment in connection with this MOU.

Even though the MOU has only been in place for a few months, this partnership has already provided several dividends that include the following highlights:

- Base11 has successfully placed three HFC students in research internships that include a \$6,000 stipend and living expenses at Caltech and UC-Irvine.
- Successful launch of Base11 curriculum at David Aerospace Academy that has led to ten students applying to HFC's Pre-Engineering program.
- HFC and Base11 collaboration on a National Science Foundation grant proposal.

Vice President Pierner introduced Richard Welsh and Kevin Smith from Base 11 who gave a brief overview of the Base 11 partnership. The MOU was signed in January and is already providing internship opportunities for three HFC students. Huda Sedaki and Will O'Connell will be interning at the University of California-Irvine and Hector Ochoa will be interning with CalTech University. The Base 11 strategy is to have 11,000 students in the victory circle which means they have attained one or more of the following three objectives: go on to a four-year university; start their own STEM related business; or be employed in a STEM related field in a well-paying job by the year 2020. Mr. Welsh added that using the multiplier effect, these 11,000 students will reach one million additional students.

Trustee Hammoud inquired as to how the students were identified. Mr. Welsh stated that they rely on their academic partners to allow students interested in STEM fields to apply and then they are screened to insure that they meet the criteria. Trustee Petlichkoff asked what their motivation was in choosing the Detroit area. Mr. Welsh replied that historically Detroit has STEM based fields and a legacy in manufacturing. Trustee McDonald asked if there are other educational partners. Mr. Smith indicated that HFC would be the "feeder" channel and then they would work with our university partners and corporations interested in hiring our students. Chair Lane asked that care be taken with students so that they do not invest into an entrepreneurial endeavor and then lose their savings. Mr. Welsh assured Chair Lane that if failures do occur there are steps in place to "fail fast and fail cheap".

## VI. DISCUSSION ITEMS

### A. Strategic Plan – Board Report #4276 – Vice President Chadwick

Every three to five years, the College begins the process of creating a new Strategic Plan. As the educational and financial landscape continues to rapidly change, it is crucial for the College to take deliberate steps to plan for its future. Engaging in planning for the future assists the College in: building on the institution's strengths; improving upon its weaknesses and challenges; capitalizing on opportunities and emerging trends; and prioritizing, documenting and budgeting for all of the goals that the institution wants to accomplish over the next three to five years. Equally important, planning assists the College in meeting the Higher Learning Commission's criteria for accreditation, as one of the five criteria is "Resources, Planning, and Institutional Effectiveness" and states that "the institution *must* engage in systematic and integrated planning".

The process for developing the Strategic Plan 2016-2019 began in the fall of 2015 with the creation of a Strategic Planning Committee, a cross-representative group of

full-time and part-time faculty, administrators and support staff. Members of the Strategic Planning Committee are:

Becky Chadwick - Administrative Co-chair  
Betsy Cohn - Faculty Co-chair  
Pamela Aue - Adjunct Faculty  
Suzanne Baranski - Adjunct Faculty  
William Norris - Adjunct Faculty  
Adam Cloutier - Administrator  
Jennifer Ernst - Administrator  
Lisa Copprue - Cabinet  
Cynthia Glass - Cabinet  
Eileen Husband - Cabinet  
Tracy Pierner or John Satkowski - Cabinet  
Katie Fitzner - Faculty  
Eric Gackenbach - Faculty  
Randy Knight - Faculty  
Elaine Saneske – Faculty  
Joe Zitnik - Support Staff

Various documents and information about the College were reviewed by the Committee including: the recent Assurance Argument submitted to the Higher Learning Commission; a socioeconomic impact study; an environmental scan that reviews the environment for events, trends, data, and information that may impact the College; and other College data related to enrollment, completion and student success and satisfaction. This allowed the College's internal and external environment to be examined from a sociological, technological, economic, environmental, and political (STEEP) perspective.

Following the environmental scan, twelve focused interviews were conducted with 144 administrators, staff, and faculty, in order to gather information on the appropriateness of the mission, values, strengths, and critical challenges the College currently faces.

The Strategic Planning Committee then reviewed and discussed proposed themes that arose from the reviewed documents and focused interviews. It was the intent of the committee to keep the goals to a minimum so as to be easily communicated and managed.

The major goals of the 2016-2019 Strategic Plan are:

- Increase students' success and engagement to better prepare them for work, civic participation, and lifelong learning.
- Achieve and sustain enrollment that ensures high-quality outcomes that meet the needs of students and industry.
- Cultivate a collaborative culture to improve organizational effectiveness, diversity and stakeholder satisfaction and to enhance community relations.

In the fall, College Action Plans (CAP) will be created to address each of the objectives that are critical to meeting the College's goals. The action plans will

include a variety of information in efforts to track progress made to each objective and provide evidence of results in meeting the goals and objectives from the Strategic Plan. Information for each goal and objective will include: assigned responsibility; related tasks; related needs; timeline; intended results; measured results and status of tasks.

Vice President Chadwick along with Pamela Aue, Betsy Cohn and Jennifer Ernst went through the steps culminating in the three major goals which are directly related to the College mission.

Trustee Hammoud commended the Committee for their hard work and on being laser focused and widely inclusive and the brief goal designations. Trustee Petlichkoff inquired as to how often they Committee would be reporting back to the Board. Vice President Chadwick said on a yearly basis. Trustee Guido added that the plan is well thought out and achievable because it is realistic. He also stated that in his twenty-three years as a Board member, he has not seen anything like this come forward from a task force and he is really excited about it. He added that even though he won't be on the Board, he wishes the task force much success in reaching their goals.

B. FY 2017 Proposed Budget – Board Report #4277 – Vice President Satkowski

	FY 2015-2016 Adopted Budget	Change For FY16-17	FY 2016-2017 Original Budget
<b>Revenues</b>			
Tuition and Fees	\$ 47,097,000	\$ (2,952,754)	\$ 44,144,246
Local Property Taxes	\$ 14,127,000	\$ 282,540	\$ 14,409,540
State Appropriation	\$ 21,876,700	\$ 480,194	\$ 22,356,894
Other Revenue	\$ 766,000	\$ 117,320	\$ 883,320
<b>Total Revenue</b>	<b>\$ 83,866,700</b>	<b>\$ (2,072,700)</b>	<b>\$ 81,794,000</b>
<b>Expenditures</b>			
Instruction	\$ 33,977,939	\$ (1,101,402)	\$ 32,876,537
Administration	\$ 9,169,801	\$ 935,275	\$ 10,105,076
Physical Plant	\$ 2,494,675	\$ (111,898)	\$ 2,382,777
Employee Benefits	\$ 18,901,684	\$ 732,940	\$ 19,634,624
<b>Total Personnel Costs</b>	<b>\$ 64,544,099</b>	<b>\$ 454,915</b>	<b>\$ 64,999,014</b>
Purchased Services	\$ 8,192,160	\$ (15,165)	\$ 8,176,995
Materials and Supplies	\$ 2,083,282	\$ 224,960	\$ 2,308,242
Rent, Utilities, and Insurance	\$ 2,708,500	\$ (434,500)	\$ 2,274,000
Operating Expenses	\$ 1,442,612	\$ 43,989	\$ 1,486,601
Mandatory transfers	\$ 1,546,800	\$ (379,784)	\$ 1,167,016
Capital Expenses	\$ 1,349,247	\$ (69,115)	\$ 1,280,132
<b>Total Expenditures</b>	<b>\$ 81,866,700</b>	<b>\$ (174,700)</b>	<b>\$ 81,692,000</b>
<b>Total Revenues</b>	<b>\$ 83,866,700</b>	<b>\$ (2,072,700)</b>	<b>\$ 81,794,000</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 2,000,000</b>	<b>\$ (1,898,000)</b>	<b>\$ 102,000</b>

Vice President Satkowski and Director of Budgeting, Bryan Bame presented the FY 2017 Proposed Budget. Vice President Satkowski clarified that the cash balance drop is due to the purchase of \$4.3m in equipment for the DOL grant. Once we are reimbursed, we will be \$500,000 ahead of where we were last year at the same time.

He also added that even with the tuition increase that was approved last month, HFC continues to have the lowest in-district tuition rate in the state.

## **VII. ACTION ITEMS**

### **A. Citizen Participation**

Nofila Haidar, 10330 S. Morrow Circle, Dearborn, requested statistical information on where employees and students live broken down by Dearborn/Dearborn Heights, Detroit, Downriver and other.

Diane B. Green spoke on the reorganization of Counseling and the elimination the division elected Associate Dean position.

William M. Norris, 3872 East Pond Court, Orion, spoke on the Strategic Plan 2016-2017 to 2021-2022.

Eric Rader representing the Faculty Senate spoke on academic leadership.

Jeff Morford representing the Faculty Organization/Senate introduced himself as incoming Senate Chair.

Ammie Helling representing Inside Track speaking on the restructuring of the Counseling division.

Paul Fisher representing the Associate Deans spoke on Associate Dean/Dean job title.

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

Item #8 was pulled for a roll call vote.

### **C. Motion to Approve Action Items**

Motion offered by Trustee Petlichkoff and supported by Trustee Guido was adopted with unanimous approval attached to move that action items 1 through 8, with the exception of action item 8, be approved as recommended.

## **FINANCE**

None

## **BIDS AND CONTRACTS**

1. 2016-2017 Fiscal Year Marketing Media Buys – Board Report #4278 – Vice President Satkowski

Moved that the awards of contracts to Heritage Media/Digital First in the amount of \$46,250; Interact Communications in the amount of \$118,725; Total Traffic Sponsored Weather Report on Radio in the amount of \$28,500; Pandora Radio in the amount of \$81,828; CBS Radio in the amount of \$201,500;

Comcast/AT&T/WOW in the amount of \$150,889; Outfront Media in the amount of \$132,300; and IHeart Radio in the amount of \$126,000 for the purchase of marketing media buys in fiscal year 2016/2017, be approved.

## **HUMAN RESOURCES**

### 2. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4279: Retirement A-11; Resignation B-11; Appointment C-11; Salary Schedule Change in Status D-11; Change in Classification E-11; and Achievement of Tenure F-11, be approved.

### 3. Reclassification of Special Assistant to the Vice President of Academic Education – Vice President Glass

Moved that the reclassification of Ms. Denise Modrzynski, to the position of Special Assistant to the Vice President of Academic Education at Grade 2, Step 4.5 of the 2015-2016 Henry Ford Community College Exempt Administrative Salary Schedule, effective April 1, 2016, be approved.

## **BOARD ADMINISTRATIVE SERVICES**

### 4. 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 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 May 9, 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.

### 5. Technology Investment Fund Proposals – Vice President Satkowski

Moved that the funding for the Technology Investment Fund Proposals as presented in Board Report #4272 at the April 18, 2016 Board of Trustees meeting, be approved.

## **BUSINESS SERVICES**

### 6. Orders and Purchases – Superintendent Glenn Maleyko

Background information: In order to take advantage of recent changes in E-Rate Act 471, bids were taken by the district's Technology Communications Consultant, Convergent Technology. The bids are for routine underground fiber optics locating, maintenance, and emergency call out restoration service of the fiber



optics connection between the districts buildings.

To qualify for potential partial USF funding reimbursement, the district must fill out a new 471 application and enter into a new contract with Turnkey Network Company.

Turnkey Network Company was the low bidder. Turnkey Network Company is also the district's current provider of this service.

Funding will be from the EDP Equip Maint/Data account.

Moved that a Purchase Order to the Turnkey Network Company in an amount not to exceed \$40,000.00, be approved.

7. Orders and Purchases – Superintendent Glenn Maleyko

Background information: The District would like to renew its online Student Learning Site License with MobyMax. The renewal would cover a five-year period beginning May 2016. Total expenditure for a five-year renewal is \$45,192.00. MobyMax is an online student learning program. The program allows us to provide individualized instruction to all students in Kindergarten through eighth grade. We purchased a District site license for the 2015-2016 school year. The learning opportunities are listed below:

For Every K-8 Subject

Mathematics	Early Writing	Language/Grammar
Fact Fluency	Reading Stories	Writing Workshop
Number Sense	Reading Skills Lit	Writing Assignment
Early Words	Reading Skills Info	Vocabulary
Early Stories	Science & Social Studies	State Test Prep

Many teachers have this program in use daily at a station during math workshop, science and/or Daily 5/Café. Our students have completed over 29,000 standards on MobyMax to date. This program is also used for middle school blended learning and middle school summer learning expectations. Students can access this on any computer; home, school and beyond. Students using this program regularly see a learning velocity of up to three grades. There is a text-to-speech feature which also helps our ELL students listen to reading selections. We have researched other programs, but none offer the same number of subjects or value.

Funding will be from the Textbook/Curriculum account.

Moved that an award to renew a five-year license with MobyMax in the amount of \$45,192.00, be approved.

**BOARD ADMINISTRATIVE SERVICES**

8. Calling for a Closed Session – Chair Lane

Motion by Trustee McDonald and supported by Trustee Hammoud to move that the Board of Trustees enter into closed session on Monday, June 20, 2016 at

5:30 p.m. in the President's Conference Room at the Administrative Services and Conference Center for the purpose of the closed session is to discuss the President's evaluation, per Section 8(a) of the Michigan Open Meetings Act was approved with the following roll call vote attached: Ayes: Trustees Guido, Hammoud, McDonald, Meade, Petlichkoff and Chair Lane (6); Nays: (0); Absent: Trustee Bazzi (1).

### **VIII. BOARD OF TRUSTEES BUSINESS**

#### **A. Acknowledgements of Correspondence**

Chair Lane received several letters and a couple of emails from Local 1650.

#### **B. Board Committee Reports**

Trustee Petlichkoff thanked Vice President Satkowski and President Jensen for the information provided during the three-hour Finance Committee meeting held last week. All her questions were answered and the explanations gave her a better understanding to help enlighten the Board on finance matters. It was a good meeting.

Chair Lane stated that there has been a change to the President's evaluation process. Trustee McDonald asked to be relieved as part of this Committee. Dr. Meade will take her place and co-chair with Chair Lane. An outside firm will be responsible for the distribution and tabulation of the evaluation which will be sent to all 1,125 employees of the College.

Trustee Guido thanked the administration and Local 1650 for reaching a contract agreement through 2021. He also stated that he is looking forward to the Adray Golf Outing this Wednesday and that it will be sunny and 62 degrees.

Chair Lane congratulated Vice President Pierner on his presidency at another community college. She added that Vice President Pierner is very competent and has done a great job is very sorry to see him go, but wish him and is family good luck.

#### **C. Requests for Information and/or Future Agenda Items**

None

#### **D. Board Member Commentary**

None

### **IX. FUTURE MEETING DATES**

A. Monday, June 13, 2016, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

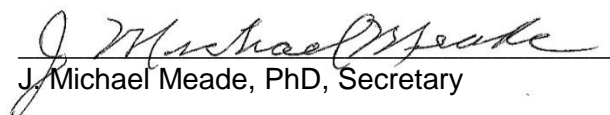
B. Monday, June 20, 2016, **HFC** closed session, 5:30 p.m., at the Administrative Services and Conference Center in the President's Conference Room

C. Monday, June 20, 2016, **HFC** Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room, Henry Ford College.

D. Monday, June 27, 2016, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

X. **ADJOURNMENT**

Motion offered by Chair Lane, was adopted unanimously by those members present, that the meeting be adjourned at 9:28 p.m.

  
J. Michael Meade, PhD, Secretary