

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
JUNE 20, 2016**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, June 20, 2016, at the Henry Ford College Administrative Services and Conference Center at 7:09 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 Hammoud was adopted that the minutes of the regular and special HFC Board of Trustees meetings on May 16, 2016, be approved.

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

III. PRESIDENT'S ITEMS

- President Jensen thanked the Board for their support of the P-12 CPI teams. Chair Lane thanked Dr. Jensen for providing the training to the teams.
- FY 2016 bad debt will be around \$2.4m which is better than projected and surpasses the three percent goal.
- The Development Office awarded 280 scholarships this year totaling approximately \$250,000.
- *Looking Glass*, a first edition magazine which showcases award-winning projects produced by the talented students at HFC, was distributed to the Board courtesy of Dr. Peter Kim, Faculty Advisor.
- President Jensen provided the following updates:
 - Board of Trustees General Fund Report (Summary) – May 31, 2016
 - Daily Cash Forecast as of June 8, 2016
 - 2016 Fall Semester Enrollment

IV. RECOGNITION AND ACKNOWLEDGEMENTS

Vice President Copprue acknowledged the following:

- Jake Kieronski, HFC student athlete, is the 2016 Michigan Community College Association Golf Champion. Mr. Kieronski placed 26th at nationals out of 122 golfers.
- Vice President Copprue was named to the Board of Directors for the Detroit Urban League of Southeastern Detroit.
- John Schreiber, former HFC athlete, received a scholarship to the University of Northwestern Ohio and was drafted by the Detroit Tigers in the 15th round.
- Kyle Roberts, HFC baseball player, who graduated from HFC last month, was drafted to the Texas Rangers in the 5th round. His was interviewed by Channel 4 last Thursday and the video clip of the interview was shown. Mr. Roberts was also acknowledged as a scholar athlete by the NJCAA.

V. SPECIAL REPORTS

A. Committee for the Assessment of Student Learning (CASL) – Board Report #4280 – Vice President Pierner

The purpose of assessment at Henry Ford College is to gather information on student learning and development that can be used to increase student achievement. The College's efforts to improve student learning through instructional or curricular and co-curricular changes are to be informed in part by effective assessment procedures.

The committee is responsible for the coordination, supervision and communication of assessment activities for the purpose of improving student learning and development. The committee oversees all activities that relate to formal assessment of general education, programs and co-curricular activity outcomes at the College.

Our goal is to improve student learning and development. It involves helping each faculty member set high standards for student learning and development (outcomes), gather, analyze and interpret evidence to determine how well student performance matches those expectations and using the results to document, explain and take action to improve student performance.

Accomplishments: 2015-2016 Academic Year

- The Higher Learning Commission (HLC) spring 2015 accreditation feedback report indicated that although we "*provided evidence of an effective process for assessing student learning*," we needed to take action to ensure that assessment of student learning at the institutional level was understood by faculty and staff. To address this need, our fall 2015 Mini Conference entitled "Assessment: Critical Inquiry into Student Learning" introduced our faculty and staff to Dr. Barbara Walvoord's 3-Step Assessment Model. This model was unanimously adopted by CASL Gen Ed and CASL Programs in October 2015.
- CASL co-chairs presented the model and reported the committee's progress to the Faculty Senate in February 2016. Eric Rader, Senate Chair sent the following email dated 3/15/16 to the CASL co-chairs: after your presentation to the Senate last month, senators unanimously approved the following motion, and asked that I convey it to you:

“The Senate appreciates and endorses the report on progress provided by the CASL committees and we look forward to further updates in the near future.”

- CASL Gen Ed built pilot projects using the 3-Step model (Outcomes-Evidence-Action). Evidence was collected during fall 2015 and winter 2016 semesters and entered into SPOL (Strategic Planning Online).
- Two Gen Ed sub-committees, Computer Technology and Quantitative Literacy presented their action plans for improving student learning at Assessment Day, part of the Spotlight on Program Improvements for the Future (SPIF) on April 14. The remaining three sub-committees are working during the spring/summer semester to finalize their action plans.
- CASL Programs continued to gather data, implement improvement actions and entered their assessment plans and results into SPOL (Strategic Planning Online).
- The CASL committees documented the assessment process in a flow chart, developed forms for data collection, evidence analysis and action plan development to assist faculty.
- The CASL committees developed and approved CASL member roles and responsibilities and a revised Course Application form for courses to be considered as meeting one of our Gen Ed outcomes.
- HFC joined the Higher Learning Commission Assessment Academy to receive assistance with building an institutional culture of assessment. We intend to improve communication about assessment to the College community through the development of a newsletter (presently in draft state), implement Assessment Day (in place, April 2016) and improve the Program Review process.
- In May 2015 faculty and administrators agreed that CASL should be modified to incorporate co-curricular assessment.

Next Steps: 2016-2017 Academic Year

- Gen Ed: Implement their Assessment Pilot action plans and build and begin collecting evidence for our Assessment Cycle 1 assessment plan.
- Programs: Implement their assessment action plans and collect evidence for their ongoing assessment plan to support Program Review.
- Co-curricular: Implement their Pilot projects.
- CASL co-chairs: Facilitate Faculty Development workshops at the Division level.
- CASL Sub-committee: Develop the Charge, Bylaws and Membership for one CASL with representation supporting General Education, Programs and Co-Curricular assessment.
- Gen Ed, Programs and Co-curricular: Implement actions to support the spring 2019 Higher Learning Commission (HLC) Accreditation visit.

Vice President Pierner introduced Bob James, Deb Zopf, and Deb Smith, three of the four CASL Committee co-chairs, who presented on the responsibilities, accomplishments, and next steps of the committee.

VI. DISCUSSION ITEMS

Chair Lane indicated that the 360 President’s Evaluation has been completed. The results of the surveys were presented to the Board at a prior meeting and will be reviewed by the Board. A statement will be released at the P-12 Regular meeting on

June 27. Chair Lane thanked the President's Evaluation Committee and Dr. Michael Wilmot of the Michigan Leadership Institute for their work on the evaluation. Chair Lane apologized for the difficulties presented initially in submitting the surveys, however, after the issue was taken care, there were sufficient responses (778) submitted to provide the necessary data.

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Motion offered by Chair Lane and supported by Trustee Guido was adopted with unanimous approval attached to move that action items 1 through 12 be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

1. Liberal Arts Classroom Renovations – Demolition and Abatement – Board Report #4281 – Vice President Satkowski

Moved that the award of a contract to DMC Consultants, Inc. for \$37,146 for the Liberal Arts Classroom Renovations – Demolition and Abatement project, in accordance with the specifications of Sealed Bid #17592, be approved.

2. Liberal Arts Classroom Renovations – Reconstruction – Board Report #4282 – Vice President Satkowski

Moved that the award of a contract to PGC Development, LLC for \$34,100 for the Liberal Arts Classroom Renovations – Reconstruction project, in accordance with the specifications of Sealed Bid #17593, be approved.

3. Polar-Mohr Cutter Model D-66-ECO – Board Report #4283 – Vice President Satkowski

Moved that the award of a contract to Heidelberg USA, Inc. for \$26,370.60 for a Polar-Mohr D 66 ECO Cutting Machine, in accordance with Quote #1153125642 dated May 31, 2016, be approved.

4. Managed Security Monitoring Services – Board Report #4284 – Vice President Satkowski

Moved that the award of a contract to NetWorks Group, Inc. for \$78,800 for Managed Security Monitoring Services, in accordance with NetWorks Group proposal dated May 23, 2016, be approved.

5. Blanket Purchase Order Approval, Fiscal Year 2017 – Board Report #4285 – Vice President Satkowski

Moved that the Blanket Purchase Order Lists attached to Board Report #4285 for Fiscal Year 2017 in accordance with Board Policy and Guidelines be approved.

HUMAN RESOURCES

6. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4286: Retirement A-12; Resignation B-12; Appointment C-12; Salary Schedule Change in Status D-12; and Change in Classification E-12, be approved.

7. Extension of Contract for Exempt Personnel – Vice President Glass

Background information: A number of positions at Henry Ford College are exempt positions and require renewal by the Board of Trustees. These positions are:

Exempt Administrators
Non-Classified, Non-Instructional staff
Administrative Assistants

We are recommending that the contracts for all staff in these above categories be extended for one year to June 30, 2017.

Moved that the extension of contracts for all non-union staff personnel: Exempt Administrators; Non-Classified, Non-Instructional Staff; and Administrative Assistants for one year to June 30, 2017, be approved

8. Apprentice Coordinator, Corporate Training – Vice President Glass

Moved that the appointment of Ms. Heather Keller to the position of Apprentice Coordinator, Corporate Training, at Grade 7, Step 1, of the 2015-2016 Henry Ford Community College Administrators' Association Salary Schedule, effective May 31, 2016, be approved

BOARD ADMINISTRATIVE SERVICES

9. FY 2017 Proposed Budget – Vice President Satkowski

Moved that the FY 2016-2017 Proposed Budget as presented in Board Report #4277 at the May 16, 2016 meeting, be approved.

10. Strategic Plan 2016-2019 – Vice President Chadwick

Moved that the Strategic Plan 2016-2019 as presented in Board Report #4276 at the May 16, 2016 meeting, be approved.

11. HFCC Administrators' Association, Local 71 Collective Bargaining Legal Counsel – Vice President Glass

Moved that the services of Robert Boonin, Dykema Gossett (formerly of Butzel Long), be retained to provide legal counsel with respect to the Board of Trustees negotiations with the HFCC Administrators' Association, Local 71.

12. Hardwick vs Henry Ford College Et al. – Chair Lane

Moved that the recommendations of legal counsel regarding the Hardwick vs Henry Ford College Et al. cases be accepted and approved.

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Chair Lane stated that several emails on survey difficulties were received.

B. Board Committee Reports

Trustee Bazzi reported that the Audit Committee, Chair Lane, Trustee Bazzi and Trustee Guido, met with the Plante Moran auditors prior to the Board meeting. The auditors were on campus last week and this week and are looking at internal controls, risk assessment, and material errors. Thus far, everything looks good. A full report will be provided in mid-October. Trustee Bazzi added that Governmental Accounting Standards Board (GASB) 72 is a new accounting pronouncement this year that calls for increased disclosure on investments. In 2018, GASB 75 will require the College's health care liability be placed on the books. Chair Lane asked that anyone who suspects any financial irregularities or fraud to contact the auditors or a Board member.

Trustee Bazzi also reported on behalf of the Building and Site Committee. The committee, Trustees Bazzi, Guido and Hammoud, are researching the possibility of having a third party childcare lease/rent the former childcare building in order to provide childcare services to students and staff. Two other items they are looking at include the exploration of naming opportunities by way of endowments and the go-ahead for a feasibility study on student housing on campus that would take into account the diversity of our student population (teens, single parents, low-income, etc.).

C. Requests for Information and/or Future Agenda Items

Chair Lane is requesting information on the procedure for hiring faculty.

Trustee Bazzi is requesting information on the diversity of faculty and students. Vice President Glass indicated that information could be provided using the EEOC categories which are: White, Black, Hispanic, Native American, and Asian/Pacific Islander/Indian Subcontinent. There is not an Arab category and she will have to look into how this information might be gathered. Trustee Petlichkoff asked how diversity is going to be assessed as there are many areas of diversity. Trustee Bazzi agreed adding that there are many, however, she believes this is a starting point in an effort

to increase diversity. Vice President Glass indicated that a CPI team on diversity in hiring will be formed in the fall.

D. Board Member Commentary

Trustee Bazzi congratulated Vice President Pierner on his new presidential position and wished him good luck.

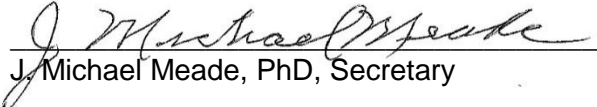
Chair Lane stated that there will not be a July meeting for the Henry Ford College Board of Trustees.

IX. FUTURE MEETING DATES

A. Monday, July 11, 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 8:05 p.m.



J. Michael Meade, PhD, Secretary