

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

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, August 15, 2016, at the Henry Ford College Administrative Services and Conference Center at 7:10 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 HFC Board of Trustees meetings on June 20, 2016, be approved.

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

**III. PRESIDENT'S ITEMS**

President Jensen welcomed and introduced Dr. Michael Nealon who was on the agenda for approval as the Vice President of Academic Affairs. Dr. Nealon stated that in an age when America looks increasingly to its community colleges to educate a nation it has been an honor to spend the last eighteen years at Lansing and Washtenaw community colleges and watching what HFC has done in building lives and transforming futures and really living the mission that the College has for this community. Dr. Nealon stated that it was an honor to be at HFC.

**IV. RECOGNITION AND ACKNOWLEDGEMENTS**

Sharon Maitland, both a student in the Culinary Arts program and an employee at the College as an Enrollment Associate III in the Welcome Center at HFC acknowledged the following:

- Jeanine DiDonato, a Math faculty member who has just completed her second year of teaching has been selected as a Project ACCESS fellow. This is a mentoring program for new full-time faculty and is sponsored by the American Mathematical Association of Two-Year Colleges.
- Janice Gilliland was selected to participate in the Inaugural cohort of the Michigan Leadership Academy sponsored by the MCCA which begins in this fall.

- Congratulations to Harrison Shelby, HFC co-op student coordinator of the Hawk's Nest. Mr. Shelby will receive the Community Champion award by BME Community on Thursday, August 18, 2016 at the Charles H. Wright Museum. BME is a national network of people committed to building caring and prosperous communities.

## V. SPECIAL REPORTS

### A. Bad Debt Update – Board Report #4291 – Vice President Satkowski

Vice President Satkowski introduced Holly Diamond and Kevin Culler who outlined steps taken in order to continue to curb uncollectible tuition and fees exposure.

Ms. Diamond provided updates on:

- “Never Attended” NA flag process; implementation of earlier registration holds and de-registrations
- measures in place to screen incoming transcripts for potential fraud
- continuation of applicant and current student screening and placement of holds for characteristics consistent with potential fraud
- implementation of a standardized de-registration process

Mr. Culler's updates included:

- implemented a final de-registration date of one day after the last day to add classes for a “part of term”; strengthened the Financial Aid Application Priority Date (established Fall 2012) to include a separate (later) Financial Aid Document Submission Priority Date, to ensure being awarded aid prior to the start of a semester
- implemented new payment plan options changing the required down payment to a percentage of charges (effective Winter 2013) and extending the time-frame available to establish a payment plan (effective Winter 2014) which resulted in a more than 100% increase in payment plan participation
- developed an “In-House” Collections Unit within the Student Accounts Receivable Office
- initiated a collections process of more actively billing students throughout each semester.
- initiated a collections process of actively calling students with past-due balances while still enrolled.
- developed and implemented a collections process to offer “in-house” payment plans to students with past-due balances.

Vice President Satkowski concluded the presentation stating that the bad debt continues to decrease due to the hard work and collaboration of everyone on campus.

### B. Online Learning Steering Committee Presentation – Board Report #4292 – Vice President Glass

Online learning has been a focus of higher education for more than a decade. Although initial efforts were concentrated on creating individual courses to increase student access and enrollment, the emphasis now is on providing quality learning opportunities in fully online programs. As online enrollments continue to grow, it was

prudent for the college to assess the current state of our online course and program offerings and develop a plan for the future.

Henry Ford College is not unique in the courses or programs that we offer online. In fact, when compared to our competition, we offer many of the same online courses and programs that they do. Overall, three things can be said about Henry Ford College online:

1. Our online course and program offerings have evolved based on faculty's acceptance of online learning and is today based on what individuals have decided to develop and deliver online.
2. Our online course and program offerings are without any institutional-wide policies or institutional-wide procedures to ensure a commitment to consistent overall quality and integrity.
3. Our students want online courses and programs, they ask for online courses and programs, and they enroll in online courses and programs.

To analyze online learning at Henry Ford College and determine what it means to HFC now and what it should mean in the future an Online Learning Steering Committee was formed, with representatives from HFC's support staff, adjunct faculty, full-time faculty, and administration. The report that was presented to the Board offers recommendations with respect to the future of online learning at Henry Ford College, with special emphasis on the following areas: Accessibility, Growth, Quality, Finances, Services, and Testing.

President Jensen introduced Dr. Adam Cloutier who as the Chair of the Online Steering Committee stated that the committee which included representatives from all groups across the College began their journey in January 2015 with input from Trustee Guido at the onset. Presentations on the six recommendations brought forth from the committee's final report were provided by: Victoria Bessette on Accessibility; Vice President Chadwick on Growth; Dr. Adam Cloutier on Quality; Bryan Bame on Finances; Holly Diamond on Services; and Dr. Adam Cloutier on Testing.

Discussion ensued on the pros and cons of traditional classes versus online classes. While traditional classes offer interaction and relationship building within the classroom, HFC needs to realize and be part of the online trend to make education accessible to everyone.

C. Major Gifts Campaign Update – Board Report #4293 – Vice President Best

The Major Gifts Campaign continues to move forward in a positive direction. Several committees have been formed which will allow the campaign to have a broad base of support from faculty, staff, Board members and community volunteers.

In order for the campaign to be successful, supportive community members need to encourage the rest of the community to join them in their support of the college. The campaign Executive Committee becomes the public face of the campaign. The purpose of this committee is to provide advice and guidance from the community to President Jensen and Vice President Best about the campaign. In order to help set direction and strategies for the campaign, the committee will meet once a month for about 60-90 minutes. Committee members have been chosen because of their reputation in their field and their stated support of the college.

Executive Committee members will:

- take part in a monthly executive committee meeting
- help set direction and strategies for the campaign
- reach out to their networks and social circles in support of the campaign
- do “asks” for campaign donations from folks or organizations they know
- devote two to three hours per month in support of the campaign
- financially support the campaign
- be seen as a “public” face of the campaign
- publically endorse the campaign which includes having their picture and supporting quotes used in selected media

Members of the Executive Committee include: Bob Abraham, A. Reginald Best, Stanley Jensen, Jackie Lovejoy (co-Chair), Abe Munfakh (co-Chair), Matt O'Bryan (co-Chair), John Satkowski, Eileen Husband, Gary Kuhlmann (advisor) and Fay Beydoun (advisor).

The first phase of the campaign is lead gifts of \$100,000 or greater. These gifts are through individuals, organizations, corporations and foundations. Over the next six months, the main focus will be developing, and qualifying lead gift prospects and prospect prioritization. Through awareness sessions, the process of developing relationships with lead gift prospect has begun.

We are in the process of working with a private foundation that has an interest in providing the College a seven figure gift in support of the campaign depending on funding criteria. This is one of many opportunities that we will be pursuing during the first phase of the campaign.

Vice President Best introduced Dr. Rich Gross of Rich Gross Solutions who provided an update on where the Major Gift Campaign is trending currently. Dr. Gross informed the Board that we are currently on target and hope to have lead gift donations with the next few months. This first phase is referred to as the silent phase where committees are formed and behind the scenes cultivation of gift donors are identified. The next two steps include major gifts phase, which focuses on gifts of \$5,000 and above, followed by the public phase which normally is announced after 50% of the target goal has been achieved.

## **VI. DISCUSSION ITEMS**

None

## **VII. ACTION ITEMS**

### **A. Citizen Participation**

Jeff Morford, representing the Faculty Senate as Chair, spoke on the Distance Education report.

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

Item 14 was pulled for a roll call vote.

**C. Motion to Approve Action Items**

Motion offered by Trustee Hammoud and supported by Trustee Petlichkoff was adopted with unanimous approval attached to move that action items 1 through 13 be approved as recommended.

**FINANCE**

None

**BIDS AND CONTRACTS****1. Cooling Tower Replacement – Board Report #4294 – Vice President Satkowski**

Moved that the award of a contract to Monroe Plumbing & Heating for \$633,190.00 for the Cooling Tower Replacement project, in accordance with the specifications of Sealed Bid #17592, be approved.

**2. Cisco Internet Routers – Board Report #4295 – Vice President Satkowski**

Moved that the award of a contract to KLA Laboratories for \$23,510.97 for the purchase and installation of Cisco Internet Routers and related components and services, in accordance with the specifications of Sealed Bid #17746, be approved.

**3. Cisco Network Core Switches – Board Report #4296 – Vice President Satkowski**

Moved that the award of a contract to Sentinel Technologies for \$100,238.00 for the purchase and installation of Cisco Network Core Switches and related components and services, in accordance with the specifications of Sealed Bid #17747, be approved.

**4. Electrical Engineering for Liberal Arts Substation – Board Report #4297 – Vice President Satkowski**

Moved that the award of a contract to Peter Basso Associates, Inc. for \$33,000 for Electrical Engineering Services for the Liberal Arts Substation, in accordance with Peter Basso Associates' proposal dated July 13, 2016 and Board Policy #2110, be approved.

**5. IT Assessment Consulting Services – Board Report #4298 – Vice President Satkowski**

Moved that the award of a contract to Plante & Moran, PLLC for \$53,000 for IT Assessment Consulting Services, in accordance with Plante & Moran's proposal dated June 27, 2016, be approved.

6. CareerFocus Magazine – Board Report #4299 – Vice President Satkowski

Moved that the award of a contract to Academic Marketing Services for \$39,999.00 for the printing of the CareerFocus Magazine and associated services, in accordance with Quote #10173-2 dated July 6, 2016, be approved.

**HUMAN RESOURCES**

7. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4300: Resignation A-1; Rescinded Resignation B-1; Retirement C-1; Resignation/Retirement – Local 1650 Voluntary Employee Severance Program (VESP) D-1; Other Severance E-1; Appointment F-1; Reappointment to Professional Staff G-1; Salary Schedule Change in Status H-1; and Change in Classification I-1, be approved.

8. Vice President of Academic Affairs – Vice President Glass

Moved that the appointment of Dr. Michael Nealon to the position of Vice President of Academic Affairs, on Grade 1 of the 2015-2016 Henry Ford College Executive Leadership Salary Schedule, effective August 15, 2016, be approved.

**BOARD ADMINISTRATIVE SERVICES**

9. Ratification of the 2016-2020 Collective Bargaining Agreement between the Board of Trustees and the Henry Ford Community College Support Staff Association – Vice President Glass

Background information: Representatives for the Board and representatives for the Henry Ford Community College Support Staff Association (HFCC-SSA) have reached a tentative agreement for 2016-2020.

This agreement was ratified by the HFCC-SSA membership on August 4, 2016.

Moved that the 2016-2020 collective bargaining agreement between the Board of Trustees and the Henry Ford Community College Support Staff Association, be approved.

10. Certification of Appointments 2016-2017 MCCA Board of Directors – Chair Lane

Background information: The MCCA requires each member college to certify each year in July its representatives to the MCCA Board of Directors. The representatives must be the Chief Administrative Officer of the College and one member of the College's governing board. Each College Board is also required to designate an alternate governing board member.

Moved that the designation of the following as representatives to the MCCA Board of Directors for 2016-2017, be approved.

Dr. Michael Meade – Trustee Director  
Mariam Bazzi – Alternate Trustee Director

Dr. Stanley E. Jensen \_\_\_\_\_ – President

11. Appointment of Coordinator I, Special Education – Dr. Glenn Maleyko

Background information: The position of Coordinator I, Special Education was created by the reassignment of Clayton Burch. The Superintendent of Schools is prepared to recommend a candidate as Coordinator I, Special Education at this time.

Moved that the appointment of Mike Esseily to Coordinator I, Special Education at Grade 3, Step 3, of the Dearborn Schools Administrators' Salary Schedule, 48 weeks, effective August 16, 2016, be approved.

12. Appointment of Coordinator I, Special Education – Dr. Glenn Maleyko

Background information: The position of Coordinator I, Special Education was created by the resignation of Lisa Horvatich. The Superintendent of Schools is prepared to recommend a candidate as Coordinator I, Special Education at this time.

Moved that the appointment of Rola Bazzi-Gates to Coordinator I, Special Education at Grade 3, Step 1, of the Dearborn Schools Administrators' Salary Schedule, 48 weeks, effective August 16, 2016, be approved.

13. Appointment of Coordinator I, Special Education – Dr. Glenn Maleyko

Background information: The position of Coordinator I, Special Education was created due to the elimination of a Coordinator II position. The Superintendent of Schools is prepared to recommend a candidate as Coordinator I, Special Education at this time.

Moved that the appointment of Tammy Fournier to Coordinator I, Special Education at Grade 3, Step 6, of the Dearborn Schools Administrators' Salary Schedule, 42 weeks, effective August 16, 2016, be approved.

Dr. Maleyko introduced all three newly appointed coordinators of whom all were in attendance. Dr. Maleyko added that Mr. Esseily, Dr. Bazzi-Gates and Ms. Fournier are very dedicated individuals who have been hired and groomed by the district through the intern program and leadership development provided by the district.

14. Calling for an Executive Session (closed) – Chair Lane

Moved that an Executive Session be held on Monday, August 15, 2016, immediately following the HFC Regular meeting, at the Henry Ford College Administrative Services and Conference Center. The purpose of the closed session is to discuss property, per Section 8(a) of the Michigan Open Meetings Act was approved with the following roll call attached: Ayes: Trustees Bazzi, Hammoud, McDonald, Meade, Petlichkoff and Chair Lane (6); Abstention: Trustee Guido (1).

**VIII. BOARD OF TRUSTEES BUSINESS****A. Acknowledgements of Correspondence**

Letters were received from HFCC AFT Local 1650 and the HFC AFO.

**B. Board Committee Reports**

None

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

Trustee Petlichkoff requests a listing of our four-year partner institutions and the transfer programs that they offer to our students.

**D. Board Member Commentary**

Trustee Bazzi requests that the Board meeting presentations on what is happening at the College be taped and available on the website as informational and promotional pieces.

**IX. FUTURE MEETING DATES**

A. Monday, August 15, 2016, **P-12** Board of Education Executive Session (closed), immediately following the HFC Regular meeting, in the Henry Ford College President's Conference Room.

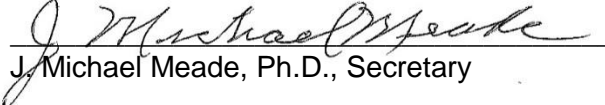
B. Monday, August 22, 2016, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

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

D. Monday, September 19, 2016, **HFC** Meeting, 7:00 p.m., at the Henry Ford College Administrative Services and Conference Center, in the Rosenau Board Room.

**X. ADJOURNMENT**

Motion offered by Chair Lane, was adopted unanimously by those members present, that the meeting be adjourned at 9:17 p.m.

  
J. Michael Meade, Ph.D., Secretary