

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
JANUARY 17, 2017**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 17, 2017 at the Henry Ford College Administrative Services and Conference Center at 7:02 p.m. by Chair Bazzi.

ROLL CALL

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

IA. OATH OF OFFICE - NEW BOARD MEMBER

Board Trustees Hussein Berry and Fadwa Hammoud were administered the Oath of Office by Board Chair Mariam Bazzi.

II. APPROVAL OF MINUTES

Resolution offered by Chair Bazzi and supported by Trustee Lane was adopted that the minutes of the Henry Ford College Board of Trustees regular meeting on December 19, 2016, be approved.

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

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by Wisam Omran. Mr. Omran's major is Engineering. Once he completes his degree at HFC, he plans to transfer to the University of Michigan-Dearborn to earn a degree in Electrical Engineering.

- In December 2016, the Physical Therapy Assistant program received affirmation of accreditation through 2026. Congratulations to Cynthia Scheuer, Steve Pedley and Debbie Szymanski.
- The Cultural Friendship program was instituted this month by the International Student Services (ISS) Office. This program pairs international students at Henry Ford College with students, staff and faculty from the United States. After participants sign up, International Student Services staff will do their best to match pairs with similar interests, based on the information they provided. The pairs meet for a semester for at least an hour each week at times that work best for their schedules. When meeting, the participants may share a conversation, play sports, have lunch or participate in anything else they prefer to do. ISS staff will also arrange opportunities for pairs to meet, such as the opening social event (where pairs can meet for the first time). The goal of the program is not only to broaden the

participants' view of the world and improve their intercultural communication skills, but to also afford them the opportunity to develop quality friendships that could last for many years.

- HFC's Office of Campus Safety will present an important awareness training opportunity titled "Human Trafficking Awareness Training" on January 27, 2017. This special training opportunity coincides with Human Trafficking Awareness Month during January.
- Congratulations to Kyrsten Rue on acceptance of her presentation, "Teaching Professionalism in Technology to Generations Y and Z" from the Cooperative Education and Internship Association (CEIA) program.
- The 24th Annual Martin Luther King Day of Service took place yesterday, Monday, January 16, 2017. One hundred eleven HFC students and employees registered to participate in this volunteer opportunity.

IV. PRESIDENT'S ITEMS

President Jensen provided the following updates to the Board of Trustees:

- President Jensen thanked all that participated in MLK Day yesterday. There were many volunteers who helped at various places like Gleaners and Habitat for Humanity.
- President Jensen welcomed Fadwa Hammoud and Hussein Berry back as Trustees. Dr. Jensen looks forward to working with them during their six-year term. President Jensen also thanked Trustee Lane for her service as the 2016 Board Chair.
- President Jensen asked for a moment of silence for the passing of Deeva Darby, adjunct Nursing instructor. Ms. Darby worked at the College for fourteen years.

V. SPECIAL REPORTS

A. Hiring Process – Vice President Glass

Vice President Glass introduced Reuben Brukeley who provided an overview of the hiring process. A follow-up presentation with additional data will be provided at an upcoming Board meeting.

VI. DISCUSSION ITEMS

A. FY 2016-2017 Mid-Year Budget Adjustment – Board Report #4325 – Vice President Satkowski

Mid-year budget adjustments are required for the initial FY 2017 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.

Total Revenue is recommended to be increased by \$1.7 million to reflect that enrollment for the fall and winter semesters is better than budgeted, that a reduction in Bad debt write-offs of \$840,000 is also anticipated since collections have improved over

FY2016 levels, and that Property Tax and State Appropriations will increase by \$366,000. The budget was built with an assumption of a three percent decline in enrollment. However, fall enrollment was down by approximately 1.5 percent and winter enrollment is projected to be down by 2.1 percent.

Expenses have been reviewed and the increases for the various categories total \$2.1 million. One area of increase, in particular, is the Voluntary Employment Separation Program (VESP) amount of \$630,000. This expense is a "one-time" charge for FY2017 and will not be incurred in FY2018. Also, the instructional expense increase of \$1.26 million reflects changes due to negotiations for Salaries, Extra-contractual pay, and longevity/steps that were not available at the time the initial FY2017 Budget was approved. The contract negotiations were not completed until September 2016.

With the recommended adjustments, the initial net surplus of \$102,000 is adjusted to a net deficit of \$303,039. As noted above, the one-time VESP payment of \$630,000 is not recurring and had this payment which will be paid from the General Fund Reserves, not occurred, the FY2017 adjusted budget would have a surplus.

After discussion, Vice President Satkowski indicated that he would provide the Board of Trustees information on the College's bad debt history.

VII. ACTION ITEMS

A. Citizen Participation

Eric Rader, representing faculty, spoke about a sanctuary campus.

B. Special Consideration of an Action Item

Items 1 and 8 were pulled for roll call votes.

C. Motion to Approve Action Items

Motion offered by Trustee Berry and supported by Chair Bazzi was adopted with unanimous approval attached to move that action items 2 through 7 be approved as recommended.

BIDS AND CONTRACTS

1. Security Consulting Services – Board Report #4326 – Vice President Satkowski

Moved by Trustee Berry and supported by Chair Bazzi that the award of a contract to D. Stafford & Associates for \$26,060.00 for Security Consulting Services in accordance with the specifications of RFP #17998, be approved with the following roll call vote attached: Ayes – Trustees Berry, Hammoud, Petlichkoff, Thorpe and Chair Bazzi (5); Nays – Trustee Lane (1); Absent – Trustee Meade (1).

2. Intel Core i7 Computer Systems - Classroom – Board Report #4327 – Vice President Satkowski

Moved that the award of a contract to Access Interactive for \$126,649.50 for the purchase of Intel Core i7 Computer Systems and related components in accordance with the specifications of Sealed Bid #18132, be approved.

3. Cisco Catalyst Network Switches – Board Report #4328 – Vice President Satkowski

Moved that the award of a contract to Alliance Technology Solutions for \$53,968.03 for the purchase of Cisco Catalyst Network Switches and related components in accordance with the specifications of Sealed Bid #18135, be approved.

HUMAN RESOURCES

4. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4329: Retirement A-6; Other Severance B-6; Appointment C-6; Reappointment to Professional Staff D-6; and Expression of Sympathy E-6, be approved.

5. Interim Associate Dean, Industrial Technology – Vice President Glass

Move that the appointment of Guy Pizzino to the position of Interim Associate Dean, Industrial Technology, at Grade 1, Step 11 of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 3, 2017, be approved.

6. Labor Relations Specialist, Office of Human Resources – Vice President Glass

Moved that the appointment of Reuben Brukey to the position of Labor Relations Specialist, Office of Human Resources, at Grade 4, Step 2 of the 2016-2017 Henry Ford College Exempt Administrators' Salary Schedule, effective January 23, 2017, be approved.

BOARD ADMINISTRATIVE SERVICES

7. Addendum to Financial Institution Designations and Practices Resolution – January 17, 2017 – Board Report #4330 – Vice President Satkowski

Moved that the Addendum to Financial Institution Designations and Practices Resolution – Board Report #4330 dated January 17, 2017, be approved.

8. Perkins vs Henry Ford Community College – Vice President Husband

Moved by Chair Bazzi and supported by Trustee Berry that the Perkins vs Henry Ford Community College recommendation as provided by legal counsel in closed session on January 17, 2017, be accepted and approved with the following roll call vote attached: Ayes – Trustees Berry, Hammoud, Lane, Petlichkoff, Thorpe and Chair Bazzi (6); Nays – None (0); Absent – Trustee Meade (1).

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

Letters received from HFCC AFT Local 1650, Joel Geffen and a student (complaint).

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

Chair Bazzi stated that when Security Consulting Services provides the College an assessment of the Office of Campus Safety, they include an analysis of the active shooter event that happened on campus in 2009.

D. Board Member Commentary

Chair Bazzi spoke to being misquoted by the Dearborn Press and Guide newspaper regarding HFC becoming a sanctuary college. The paper will be publishing a retraction.

Jeremy Guc, Admissions and Recruiting Supervisor, gave a brief presentation in response to the letter the Board received from Local 1650 regarding Sanctuary College designation and undocumented students. Chair Bazzi will refer this to the Policy Committee to review for changes if necessary.

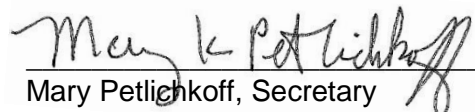
Trustee Petlichkoff noted that the Board has not discussed the issue of HFC being a sanctuary college. The Board will review and make a decision based on what is best for the students and the College. Trustee Lane stated that the Board also needs to review the legal boundaries for this issue. Once the Board of Trustees has thoroughly reviewed this issue they will bring it to a regular HFC Board of Trustees meeting.

IX. FUTURE MEETING DATES

- A. Monday, February 13, 2017, **P-12** Regular Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, February 20, 2017, **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 Bazzi, was adopted unanimously by those members present, that the meeting be adjourned at 9:03 p.m.



Mary Petlichkoff, Secretary