

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
NOVEMBER 20, 2017**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, November 20, 2017, at the Henry Ford College Administrative Services and Conference Center at 7:08 p.m. by Acting Chair Meade.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Berry and supported by Trustee Nasser to approve the minutes of the special Board of Trustees Policy Committee meeting and the regular Henry Ford College Board of Trustees meeting on October 16, 2017. Minutes approved with a unanimous affirmative vote attached.

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Tamara Dantzler, read recognition and acknowledgement items. Tamara's major is Medical Assisting and she is currently working at the Welcome Center as a Student Ambassador.

- In conjunction with the exhibition, "The Figurative Condition" in the Sisson Gallery, the Fine and Performing Arts department was fortunate to have two of the three featured artists on campus doing simultaneous demonstrations. Professors Benjamin Lambert and Clayton Keyes worked side by side in the Henry Ford College Ceramics Studio demonstrating their techniques of building figurative sculptures out of clay.
- On October 1, 2017, HFC Nursing students and Wayne Beaumont Hospital held a disaster drill. The focus was on triage and emergency response for the community. The fire department participated as well as emergency response staff.
- On November 8, the HFC Nursing department and Farmington Hills Beaumont Hospital participated in an internal active shooter disaster drill. This event provided valuable training and insight into how to handle this type of incident.
- Congratulations to Elizabeth Preston, Financial Aid Specialist. Ms. Preston was elected to be a two-year sector representative on the 2018 MSFAA (Michigan Student Financial Aid Association) Board of Directors.
- The Democracy Institute Consortium hosted Plymouth Township Supervisor Kurt Heise who spoke about his public service from being assistant mayor of Dearborn Heights, Director of Environmental Quality at Wayne County, State Representative and now Township Supervisor.

- Congratulations to the following volleyball student-athletes who received Michigan Community College Athletic Association honors: Victoria Konan, sophomore, Honorable Mention All-Conference and Katelyn Pinkowski, freshman, All-Region, All-MCCAA, First Team All-Conference and All-Freshman Team.

IV. **PRESIDENT'S ITEMS**

- HFC received a certificate of recognition for the second year in a row for the MAT2 program from Governor Snyder
- Review of the monthly Daily Cash Flow and General Fund Budget Summary for the month of October

V. **SPECIAL REPORTS**

A. Barrett Creative Writing Contest – Board Report #4397 – Vice President Nealon

The Barrett Creative Writing Contest is held each winter semester at Henry Ford College to honor the memory of the English Department's first chairperson, Frances G. Barrett.

Submissions are solicited throughout the first half of the winter semester each year, and then a committee of English Department readers select the top five manuscripts to honor with a cash prize at a public ceremony in April, and the winning manuscripts are also published in the next issue of The Looking Glass, the College's magazine of art, research, and writing. Those who have attended the ceremony know how enjoyable it is to see our students receive their awards and read from their work.

Professor John Rietz, chair of the committee that conducts the contest, introduced HFC student, Deborah Springstead, who gave a stirring rendition of her prize winning poem *These Are My Hands*.

At this point in the agenda, Vice President Nealon introduced Dr. Calvin Harvell. Dr. Harvell, along with Chardin Claybourne, Robert Yahrmatter and the Community Leadership Program, worked with the Black Male and QUEENS (Quintessential Unique Essence of Ebony Necessary Sisters) Focus Group to prepare them for a presentation at the Annual Conference of the Michigan Sociological Association on October 28, 2017. The students did a fabulous job presenting their piece entitled: *Critical Auto-Ethnography: Students Reflecting, Responding, Rejecting & Rejoicing-We Learned!* For many of the students this was their first professional conference and presentation. Dr. Harvell added that this was a tremendous feat for the students as they were presenting along with two doctoral student candidates and a doctoral student. Dr. Harvell introduced four students from the Focus Group who participated in the conference to give an overview of what being in the group and participating in the conference meant to them. The four students were: Kearra Scott who is a fourth semester general studies student; Aneesha Hardy, first semester student in the business program; Angela Hopkins who has an Associate Degree in Liberal Arts and is in the Community Leadership Program; and Christian Harris who is a second year student in the Technical Communication program.

B. Foundation Update – Board Report #4398 – Vice President Best

The HFC Foundation continues to be the philanthropic arm of the College and seeks private support from alumni, friends, corporations and foundations for the benefit of the College. We are committed to fostering a culture of philanthropy that provides support to collegial priorities.

Fundraising Update

As of June 30, 2017, the HFC Foundation received \$1,412,000 in gifts and contributions on behalf of the College; this is a 135% increase from June 30 2016. Furthermore, as of June 30, 2017, the total endowed assets of the Foundation were valued at \$15,450,253 in comparison to June 30, 2016 at \$13,274,714, this is a 16% increase in value.

The HFC Foundation has one of the largest endowment values among community college foundations in Southeastern Michigan. The Foundation Board and Vice President of Development continue to work collaboratively in managing the assets of the Foundation in a way that secures the maximum benefit on behalf of the faculty, staff and students at the College.

Key Areas of Support

The Foundation provided special support to the College in the areas of construction and recruitment in 2017.

The HFC Foundation Board approved a one-time donation of \$377,000 to the College towards the renovation of the Eshleman Library.

The Foundation donated \$20,000 to the College's Marketing Department to assist with student recruitment efforts for fall 2017.

Foundation Scholarships

The HFC Foundation manages and distributes all private scholarships to students on behalf of donors and has over 200 named scholarships available to students to assist with their educational needs. In fall 2017, the Foundation awarded \$274,374.00 to 272 students. This is a 32% increase from fall 2016.

Prior to Vice President Best's slide presentation, he pledged \$1,000 to Dr. Harvell's Black Male and QUEENS Focus Group to aid them in continuing their good works. Vice President Best thanked the Board of Trustees for their continuous support of the Foundation, which is in its 35th year. He also stated that a large majority of funding for foundations comes from individual contributions, which tend to increase as the years go on. In the current society, even though religion and education have been the top two entities that receive funding, funding is now more globally focused.

VI. DISCUSSION ITEMS**A. Incompatible Public Offices Act (IPOA) – Attorney General Opinion – Board Report #4399 – Chair Lane**

Board Report #4399
November 20, 2017

STATE OF MICHIGAN
DEPARTMENT OF ATTORNEY GENERAL



BILL SCHUETTE
ATTORNEY GENERAL

November 7, 2017

P.O. Box 30212
LANSING, MICHIGAN 48909

The Honorable Tom Caspersen
State Senator
The Capitol
Lansing, MI 48909

The Honorable Kim LaSata
State Representative
The Capitol
Lansing, MI 48909

Dear Senator Caspersen and Representative LaSata:

Attorney General Bill Schuette has asked me to respond to your July 28, 2017 letter raising questions regarding the Incompatible Public Offices Act (IPOA), MCL 15.181 *et seq.* Due to the subject matter of your request, I asked staff in the State Operations Division to review your letter. The following represents their findings.

You first ask whether serving as a board member for a school district's board of education and as a member of the board of trustees of a community college would violate the IPOA when the school district and community college have entered into a contractual relationship.

The IPOA prohibits the same person from simultaneously holding two or more incompatible public offices. Subsection 2(1), MCL 15.182(1), provides: "Except as provided in section 3, a public officer . . . shall not hold 2 or more incompatible offices at the same time." Subsection 1(b) defines "incompatible offices" as public offices which, when the official is performing the duties of either office, results in the "subordination of 1 public office to another," the "supervision of 1 public office by another," or a "breach of duty of public office." MCL 15.181(b)(i)-(iii).

The first step in determining whether these offices are incompatible requires establishing if the offices are "public offices held by a public official" within the meaning of MCL 15.181(b). A member of the board of trustees of a community college and member of a school district's board of education are "public officer[s]" as defined in subsection 1(e)(iii) of the IPOA, MCL 15.181(e)(iii).

The next step is to determine whether an exemption applies. MCL 15.183(1) provides that Section 2's prohibition "does not prohibit a public officer's . . . appointment or election to, or membership on, a governing board of an institution of higher education." (Emphasis added). Thus, "the Legislature has seen fit to provide an exception to the prohibition against the holding of incompatible public offices or

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each of the school districts at issue. You further indicate that each MOU provides that the community college is a higher education collaborating partner in providing early/middle college programming for the individual school district and details the terms of the agreement between the community college and the school district.² Because a contractual relationship exists between each school district and the community college in question, simultaneously holding the offices of community college trustee and local school board member results in a breach of duty and a violation of the IPOA. MCL 15.181(b)(iii); MCL 15.182; MCL 15.183(7). Again, a person holding two incompatible offices must vacate one of the offices in order to remedy the violation. *Contesti*, 164 Mich App at 281.

You next ask whether a member of the board of trustees of a community college is prohibited from "simultaneously being employed as an independent contractor for the community college[s] theater program."

While Section 3 of the IPOA permits a public officer or public employee to simultaneously serve as a trustee of a community college absent a breach of duty, Section 3 further provides that "a public officer or public employee shall not be an employee and member of a governing board of an institution of higher education simultaneously." MCL 15.183(1) (emphasis added). Thus, a trustee of a community college cannot be an employee of the community college simultaneously.

It is unclear from your question, however, whether the trustee is an "employee" or an "independent contractor" with the community college. Regardless, determining whether an employer-employee relationship exists is typically fact-intensive and would be beyond the scope of the opinions process, which is generally reserved for addressing questions of law. MCL 14.32; see, e.g., *Michigan Beer & Wine Wholesalers Ass'n v Attorney General*, 142 Mich App 294, 300-301 (1985). This office, therefore, declines to address your question.

For informational purposes, you may wish to review OAG, 1991-1992, No. 6728, p 172 (August 26, 1992), which addressed whether a person may simultaneously serve as a member of a board of education and as a nursery school worker paid as an independent contractor. The opinion is available on our website at <http://www.ag.state.mi.us/opinion/opinions.aspx>. In addition, you may also wish to review the Contracts of Public Servants with Public Entities Act, MCL 15.321 *et seq.*, which regulates contracts entered into by public servants with the entity of which they are an officer or employee. See MCL 15.322.

² An early/middle college is a public high school designed to allow a pupil to earn a high school diploma and an associate's degree or up to two years of transferable college credits. Mich Admin Code, R 340.1(c). Section 1473 of the Revised School Code, MCL 380.1 *et seq.*, authorizes the board of a school district, board of directors of a public school academy, or governing board of a nonpublic school to provide college level equivalent courses either directly, through an intermediate district program, or by agreement in a consortium or cooperative program. MCL 380.1473.

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positions in the case of the election or appointment of a public officer or employee to membership on a governing board of an institution of higher education[]" OAG, 1983-1984, No. 6629, pp 327, 328 (June 18, 1984).

Under Section 1 of the IPOA, the board of trustees of a community college constitutes a "governing board," MCL 15.181(a), of an "institution of higher education." MCL 15.181(c). As a general matter then, a local school board member may simultaneously serve as a trustee of a community college. But, Section 3 further provides that it "does not allow or sanction specific actions taken in the course of performance of duties as a public official or as a member of a governing body of an institution of higher education that would result in a breach of duty as a public officer or board member." MCL 15.183(7) (emphasis added).

Accordingly, Subsection 3(7) prohibits a person from sitting on a board of trustees of a community college and simultaneously holding the office of local school board member if the dual holding of those positions results in a breach of duty of either office. See OAG, 1995-1996, No. 6840, p 25 (March 28, 1995); OAG, 1995-1996, No. 6885, p 121 (January 11, 1996); OAG, 1996-1996, No. 6899, p 159 (May 7, 1996). A breach of duty arises when a public official holding dual offices cannot protect, advance, and promote the interests of both offices simultaneously. See *Macomb Co Prosecutor v Murphy*, 464 Mich 149, 162-166 (2001) (discussing circumstances under which a prohibited breach of duty will arise under the IPOA). See also OAG, No. 6885, at pp 125-126.

Although not limited to such circumstances, a breach of duty will exist "when two public officers occupied by the same person call upon that person to sit on opposite sides of a contractual relationship . . . because the interests on each side are competing and cannot be advanced simultaneously." OAG, 2009-2010, No. 7226, p 17, 18 (March 11, 2009).¹ Further, abstaining from voting on the contract is itself a breach of duty. Only the vacating of one office will solve the public official's dilemma. *Wayne County Prosecutor v Kinney*, 184 Mich App 681, 684-685 (1990); *Contesti v Attorney General*, 164 Mich App 271, 280-281 (1987).

Notably, this office previously opined that "a breach of duty would result if [a] school district and [a] community college district . . . entered into a contract." OAG, 1983-1984, No. 6164, p 126 (June 22, 1983) (addressing incompatibility of member of a board of education of a school district and president of a community college district). See also, OAG, 2005-2006, No. 7173, pp 23, 24-25 (March 18, 2005) (discussing incompatibility of township trustee and community college trustee). In your request and accompanying material, you note that there is a separate memorandum of understanding (MOU) between the community college district and

¹ In *Murphy*, the Michigan Supreme Court clarified that "no incompatibility exists between [the] positions until the public entities actually enter into contractual negotiations." *Murphy*, 464 Mich at 166 (emphasis added). The mere possibility of contractual negotiations is insufficient to create an incompatibility. *Id.* at 163-164.

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I hope this information is helpful to you. Please let me know if I can be of additional assistance on a future occasion.

Sincerely,

Laura Moody
Chief Legal Counsel

Acting Chair Meade asked Scott Patterson from Butzel Long to clarify how the letter from the attorney general's office relates to our Board of Trustees. Mr. Patterson stated that the letter is for clarification and not an opinion. It is in response to a request from two legislators for clarification on a situation in their legislative districts where one person serves on two separate boards resulting in a conflict of interest. Mr. Patterson continued on to say that this letter does not apply to our Board in that we are considered as one Board for both the Dearborn Public Schools and Henry Ford College. We, therefore, fall under the Revised School Board Act, which differs, from community colleges who fall under the Community College Act.

B. HFC Capital Outlay Request – Board Report #4400 – Vice President Satkowski

Based on the long range vision of providing innovative spaces in which to deliver technical education at HFC (Master Plan - June 2015), the College has completed and submitted the Capital Outlay Project Request for Fiscal Year 2019. This project will transform the College's industrial and technological education by embedding innovation, entrepreneurship and small business skills development into lab spaces and educational programs by renovating and expanding the fifty-one year-old Henry Ford College Technology Building.

The development of the plan has been the result of the past four years of discussion with faculty, administrators and staff in the areas of Industrial Technology (programs that reside in the Technology Building¹), as well as Facility Services personnel. An updated review of the physical condition of the facility was also completed (Facility Assessment Report 2016) which shows that we have made strides in improving the building and programs through the most recent addition of \$5 million in equipment through the State of Michigan Community College Skilled Trades Equipment Program (including the HFC local direct and indirect match of over \$2.6 million).

The specific project request includes the following:

1. Approximate Total Square Footage: 42,000
 - Renovation of 18,000 square feet including deferred maintenance on building systems operating well beyond their useful life, including structure, envelope, HVAC, lighting, electrical and plumbing.
 - New construction of 24,000 square feet to create multidisciplinary labs, renovated automotive labs, and the business and entrepreneurial collaboration. New construction will also improve building and program access and internal circulation and address the lack of breakout/collaborative work spaces critical for student success.
2. Total Estimated Cost: \$14,900,000
3. Funding Request from State: \$6.7 million (45% of project total cost)
4. HFC Match (55%):
 - In addition to \$1,680,000 spent in recent years to renovate the building, HFC will contribute additional resources to this project, providing \$8,200,000 or 55% of the total project cost of \$14,900,000, reducing the state share to 45% which improves our chances for approval.

Funds have been identified for the College's match for this project from the following sources:

- The College's \$20 million campaign has over \$6 million targeted for the Tech Building renovations. At present, two major donors have expressed a commitment of over \$5 million toward this goal.
- The College, at the conclusion of the fiscal year 2017 (June 30, 2017), had approximately \$17.9 million in unrestricted reserves. Reserves have increased from \$5.5 million to the present amount in the last three years. A \$3.2 million general fund allocation is planned for this project. From the sources noted, the College has identified funding of approximately \$8.2 million for this project.

The request was submitted by the due date of November 1, 2017. A standard rubric for scoring is applied by a committee at the state level (expected in December 2017) and the proposals who score highest are forwarded to the Michigan Senate Fiscal Agency for consideration in the capital outlay budget for FY19.

Vice President Satkowski explained that this submission was revised to address issues in which the College was asked to provide additional information. President Jensen added that even though the College scored very high last year, we did not receive funding while much lower ranked institutions did due to politics.

C. Board of Trustees Policy Updates – Trustee Hammoud

The Henry Ford College office of Legal Services is in the process of reviewing and updating (if necessary) current Board policies. This office is also preparing new policies as dictated by changes in local, state and federal guidelines. Policies ready for review and approval are as follows:

Employee Evaluations
Job Descriptions
Minors on Campus
Support and Accessibility for the Disabled of Campus Programs and Facilities

Trustee Hammoud stated that the Policy Committee continues their work on updating the many policies that are out-of-date or obsolete. She specifically wanted to thank Amy Clark for all the hard work she is doing on this very time consuming project.

VII. ACTION ITEMS

- A. Citizen Participation (representation indicated below is taken from information provided by speaker on blue card)

None

- B. Special Consideration of an Action Item

Discussion on item 12 requested by Trustee Berry.

- C. Action to Approve Action Items

Motion offered by Acting Chair Meade and supported by Trustee Hammoud adopted unanimously to approve action items 1 through 11.

BIDS AND CONTRACTS

1. Library Painting – Board Report #4401 – Vice President Satkowski

Moved to award a contract to Arttex Painting Company, Inc. for \$187,300 for the Library Painting project in accordance with the specifications of Sealed Bid #18813.

2. Test and Measurement Instrumentation Equipment – Board Report #4402 – Vice President Satkowski

Moved to award a contract to National Instruments Corporation for \$28,555.80 for Test and Measurement Instrumentation Equipment in accordance with National Instruments Quote #978464 dated October 30, 2017.

HUMAN RESOURCES

3. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4403: Resignation A-4; Retirement B-4; Appointment C-4; Change in Classification D-4; and Expression of Sympathy E-4.

4. Accountant, Financial Services – Vice President Glass

Moved to approve the appointment of Elizabeth Ivanics to the position of Accountant, Financial Services, at Grade 9, Step 10, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective November 1, 2017.

5. Applications Systems Analyst, Web and Application Services – Vice President Glass

Moved to approve the appointment of Paul Crane to the position of Applications Systems Analyst, Web and Application Services, at Grade 9, Step 4, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective November 6, 2017.

6. Supervisor, Facility Services – Vice President Glass

Moved to approve the appointment of Mr. Stephen Gary to the position of Supervisor, Facility Services, at Grade 6, Step 4 of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective November 6, 2017.

7. Talent Development and Training Manager, Human Resources – Vice President Glass

Moved to approve the appointment of Tamiko Ogburn to the position of Talent Development and Training Manager, Human Resources, at Grade 4, Step 4, of the 2017-2018 Henry Ford College Exempt Senior Administrative Salary Schedule, 48 weeks, effective October 30, 2017.

BOARD ADMINISTRATIVE SERVICES

8. Fall 2017 Technology Investment Fund (TIF) Proposed Projects – Vice President Satkowski

Moved to approve the Fall 2017 Technology Investment Fund (TIF) Proposed Projects as presented in Board Report #4395 at the October 16, 2017, Board meeting.

9. Board of Trustees Policy Updates – Trustee Hammoud

Background information: At the October 16, 2017, HFC Board of Trustees meeting the Board of Trustees Policy Committee reviewed and discussed the following policies:

Admissions
Employee Assistance Program (EAP)
Residency
Sexual Misconduct Policy/Title IX/Sexual Harassment

Trustee Hammoud stated that the Residency Policy was revised to state that refugees are considered residents.

Moved to approve the following policies: Admissions; Employee Assistance Program (EAP); Residency; and Sexual Misconduct Policy/Title IX/Sexual Harassment.

10. Rescinding of Board of Trustees Policies – Vice President Satkowski

Admissions (8000)
Campus Dissent/Disruption (8150)
Employee Assistance Program (4500 & 9400)
Residency (8050)
Sexual Assault Policy and Procedures (8450)
Sexual Harassment (4750 and 9600)
Student Sexual Misconduct Complaint Procedure (8550)

Moved to rescind the following policies due to the implementation and combining of policies: Admissions (8000); Campus Dissent/Disruption (8150); Employee Assistance Program (4500 & 9400); Residency (8050); Sexual Assault Policy and Procedures (8450); Sexual Harassment (4750 and 9600); and Student Sexual Misconduct Complaint Procedure (8550).

11. Foundation Board of Director Nominations – Vice President Best

Background information: Four candidates are being recommended for appointment to the Henry Ford College Foundation Board of Directors. These individuals were brought forward to the Foundation Board for their approval during a special conference call meeting on November 16, 2017. The Foundation Board unanimously approved the appointments. If approved, their terms begin December 7, 2017. The four candidates are:

Cynthia Hanes Berry – Ms. Berry is retired from the University of Michigan-Dearborn where she was the Government Relations Specialist. Ms. Berry has a BS degree from Michigan State University.

Fay Beydoun – Ms. Beydoun serves as Executive Director of the American Arab Chamber of Commerce, the largest Arab-American business organization in the United States. Ms. Beydoun works to facilitate the growth of the Arab-American business community both locally and internationally.

Jennifer Dickey – Ms. Dickey is the Assistant Director of Siena Heights University at the Henry Ford College University Center. She is responsible for recruitment, admissions, academic advising and community and campus outreach as we grow the program on the HFC campus. Ms. Dickey has a MA degree with a major in international affairs, Latin America from Ohio University.

Alan R. Osborne – Mr. Osborne is Director of Sales in Marketing at The Henry Hotel in Dearborn. His leadership role at The Henry includes sales and marketing generation, overall customer experience, and operation oversight. Mr. Osborne has a BS degree with a major in hospitality management.

Moved to approve the appointments of Cynthia Hanes Berry, Fay Beydoun, Jennifer Dickey and Alan R. Osborne, to the Henry Ford College Foundation Board of Directors for a term of December 7, 2017 until December 2020.

12. Foundation Board Director Emeritus 2017 Appointment Recommendation – Vice President Best

Background information: The Henry Ford College Foundation approved Gary Kuhlmann to be an Emeritus Foundation Board member on November 16, 2017 during a special conference call meeting. Mr. Kuhlmann, a Dearborn native, is the owner of Park Place, a Dearborn catering business and banquet facility, which he established in 1971. He has a long history of civic involvement in many service clubs. He has served on the Henry Ford College Foundation over twenty years and continues to provide leadership and philanthropic support. Mr. Kuhlmann is an HFC Alumnus, Class of 1970.

Trustee Berry requested that this item be acted on separately in order to recognize Gary Kuhlmann for his tremendous support of the College, the school district and the City of Dearborn. The Board of Trustees were all in agreement that this is a well-deserved appointment.

Motion offered by Trustee Berry and supported by Acting Chair Meade adopted unanimously to approve the appointment of Gary Kuhlmann as an Emeritus Foundation Board member of the Henry Ford College Foundation Board of Directors.

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Trustee Hammoud was very happy with the memo received from Butzel Long concerning agenda discussion item number VI. A.

B. Board Committee Reports

Policy Committee report provided during Discussion Item portion of agenda.

Trustee Meade, Chair of the Presidential Advisory Search Committee reported that the profile for the position is posted on our website and on various media outlets by the search firm. Posting will last approximately eight weeks. The plan is for the committee to review applications and bring forward the top five applicants to the Board.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

None

IX. FUTURE MEETING DATES

A. Monday, December 11, 2017, **P-12** Policy Committee Meeting, 5:30 p.m., at the Administrative Service Center, in the Superintendent's Conference Room.

B. Monday, December 11, 2017, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

C. Monday, December 18, 2017, **HFC** Board of Trustees Policy Committee Meeting, 6:00 p.m., at the Henry Ford College Administrative Services and Conference Center in the President's Conference Room.

D. Monday, December 18, 2017, **HFC** Board of Trustees 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 Acting Chair Meade and unanimously approved by those members present that the meeting be adjourned at 8:30 p.m.



Mary Petlichkoff, Secretary