

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
DECEMBER 18, 2017**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, December 18, 2017, at the Henry Ford College Administrative Services and Conference Center at 7:11 p.m. by Chair Lane.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Hammoud 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 November 20, 2017. Minutes approved with a unanimous affirmative vote attached.

III. PRESIDENT'S ITEMS

- Review of the monthly Daily Cash Flow and General Fund Budget Summary for the month of November
- Interim President Satkowski introduced Kevin Dewey and his Blue Fusion vocal ensemble who encouraged the Board of Trustees and those in attendance to sing-along with them as they sang Jingle Bells, White Christmas, Let It Snow and Rudolph the Red-Nosed Reindeer

IV. SPECIAL REPORTS

A. Enrollment Update – Vice President Chadwick

Vice President Chadwick gave a brief overview of two worksheets, HFC Student Profile Comparison Fall 2014 through Fall 2017 and an IPEDS Enrollment Survey – Historical Results, which were distributed to the Board to provide comparative enrollment data through the current semester. Discussion ensued on how to increase the number of students from Detroit, a population which has been declining over the past few years. A couple of reasons offered as to why this group has been in decline were heavy television marketing by WCCCD, which is quite costly, and also according to Vice President Nealon, failure to pass gateway courses, which often results in students dropping out of school.

Trustee Berry asked for a comparison report on enrollments from the College's top fifteen feeder high schools.

B. Mellon Foundation Grant – Vice President Nealon

Vice President Nealon announced that the Mellon Foundation's Board of Trustees has approved a grant of \$181,000 to Henry Ford College to support programming that will enhance the transfer of Henry Ford College students in the humanities to the University of Michigan and that will strengthen collaboration between faculty in the humanities at both institutions. Originally, HFC applied for the grant in partnership with the University of Michigan. However, upon review of our submission, the Mellon Foundation offered the College its own grant. This grant opportunity will strengthen the relationship that we are building with the University of Michigan. In addition, HFC Honors students will automatically be in the University of Michigan's Honor program.

VI. DISCUSSION ITEMS

A. 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:

Medical Examinations
Public Records (FOIA)
Student Newspaper
Tuition, Fees and Refunds

Trustee Hammoud stated that the Policy Committee continues their work on updating the many policies that are out-of-date or obsolete. She added that any significant changes would be brought to the Board of Trustees prior to approving changes. Also, changes to policies tend to overlap, so continuity in the reviewing process is beneficial. Chair Lane stated that the current Policy Committee would be willing to continue to serve in this capacity for the next calendar year.

VI. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Secretary comments: *“Are there any action items on this agenda which Board members or the president wish to discuss and vote on separately? If there are, we will exclude these from the action below.”*

C. Action to Approve Action Items

Background information: At this time, the Secretary will call for a single action to approve all of the action items on this agenda with the exception of any items which have just been excluded from this action by Board member request.

Recommended action: Moved to approve action items, numbered 1 through 8, as recommended in this agenda, with the exception of 4 and 5.

- D. At this time, the Secretary will return to any agenda items which Board members asked to discuss and vote on separately. These will be considered one at a time.

BIDS AND CONTRACTS

1. Nimble Hybrid Storage Array – Board Report #4404 – Vice President Satkowski

Moved to award a contract to AmeriNet for \$230,962.03 for the purchase of a Nimble Storage Adaptive Hybrid Array in accordance with the specifications of Sealed Bid #18905.

Chair Lane stated that she is not in favor of awarding contracts to sole bidders. She questioned why AmeriNet was the only company that responded to the bid. Interim President Satkowski clarified that this is a company that the College has used in the past and is adaptive to what we currently use and would provide consistency.

2. Gateways to Completion Program – Board Report #4405 – Vice President Satkowski

Moved to award a contract to the John N. Gardner Institute for Excellence in Undergraduate Education in the amount of \$61,500 for a three-year gateway course improvement program in accordance with Gateways to Completion Agreement dated November 1, 2017.

HUMAN RESOURCES

3. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4406: Retirement A-5; Appointment B-5; Return from Leave of Absence C-5; Change in Classification D-5; Achievement of Tenure E-5; and Expression of Sympathy F-5.

BOARD ADMINISTRATIVE SERVICES

4. Calling for a Closed Session – Chair Lane

Motion to enter into a Closed Session on December 18, 2017, during the regular Board meeting per Michigan Open Meetings Act 15.268, Section 8 (e) to discuss pending litigation, Enertron vs Henry Ford College, Macomb County Circuit Court Case No. 17-004221-CB, and Section 8 (h) to consider material exempt from discussion or disclosure was offered by Trustee Berry and supported by Chair Lane with the following unanimous roll call vote attached: Ayes – Trustees Berry,

Hammoud, Meade, Nasser, Petlichkoff, Thorpe and Chair Lane (7); Nays – None (0).

Regular meeting was suspended at 8:24 p.m.

Regular meeting resumed at 9:24 p.m.

5. Resolution Authorizing the Issuance and Delegating the Sale of School District of the City of Dearborn 2018 Community College Refunding Bonds – Interim President Satkowski

Background information: This resolution (attachment A) to refinance the Buy America Bonds (BAB) would allow for the reduction of interest in the amount of \$80,000 per year for twenty years. We are being proactive in asking for approval of the resolution as the tax act may not allow us to do this in the future.

Motion to approve the Resolution Authorizing the Issuance and Delegating the Sale of School District of the City of Dearborn 2018 Community College Refunding Bonds was offered by Trustee Meade and supported by Trustee Berry with the following unanimous roll call vote attached: Ayes – Trustees Berry, Hammoud, Meade, Nasser, Petlichkoff, Thorpe and Chair Lane (7); Nays – None (0).

6. HFC Foundation Board Appointments – Vice President Best

Background information: On December 7, 2017, the HFC Foundation Board approved the following Board appointments: Bahiya Fawaz is a CPA and partner with Alphatax CPA. Unexpired second term expiring December 31, 2020; Ms. Joan Hennessey, President and CEO of Hennessey Engineering. Unexpired second term expiring December 31, 2020; J. Michael Kirk, Neumann Smith/Smith Architecture. Unexpired second term expiring December 31, 2020; Jacqueline Lovejoy, President Dearborn Area Chamber of Commerce. Unexpired second term expiring December 31, 2020; Abe Munfakh, Chairman and CEO of Munfakh & Associates, LLS Engineering Management Consultants. Unexpired second term expiring December 31, 2020.

Moved to approve the following appointments: Bahiya Fawaz; Joan Hennessey; J. Michael Kirk; Jacqueline Lovejoy; and Abe Munfakh to the HFC Foundation Board, effective January 1, 2018 through December 31, 2020.

7. Board of Trustees Policy Updates – Trustee Hammoud

Background information: At the November 20, 2017, HFC Board of Trustees meeting the Board of Trustees Policy Committee reviewed and discussed the following policies:

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

Moved to approve the following policies: Employee Evaluations; Job Descriptions; Minors on Campus; and Support and Accessibility for the Disabled of Campus Programs and Facilities.

8. Rescinding of Board of Trustees Policies – President Satkowski

Moved to rescind the following policies due to the implementation and combining of policies:

Disabled Student Support (8200)
Employee Evaluations (4600 and 9500)
Job Descriptions (1450)

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

A letter was received from the HFC Hospitality Studies department.

B. Board Committee Reports

Policy Committee report provided during Discussion Item portion of agenda.

C. Requests for Information and/or Future Agenda Items

Chair Lane requested that future HFC Board of Trustees meetings be videotaped or at least, minimally, audiotaped.

D. Board Member Commentary

Chair Lane and the Board of Trustees wished everyone Happy Holidays. Chair Lane also thanked everyone for their support during her tenure as Chair of the Board.

VIII. FUTURE MEETING DATES

A. Monday, January 8, 2018, **P-12** Policy Committee Meeting, 5:30 p.m., at the Administrative Service Center in the Superintendent's Conference Room.

B. Monday, January 8, 2018, **P-12** Organizational Meeting, 6:30 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

C. Monday, January 8, 2017, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

D. Tuesday, January 16, 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.

IX. ADJOURNMENT

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