

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

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, March 20, 2017 at the Henry Ford College Administrative Services and Conference Center at 7:10 p.m. by Chair Bazzi.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Berry and supported by Chair Bazzi was adopted that the minutes of the special Henry Ford College Board of Trustees Policy Committee meeting and regular Board of Trustees meeting on February 20, 2017, 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 Maysaa Mestokirdi. Maysaa is a member of Phi Theta Kappa and the Vice President of the Mindfulness Club on campus. She is currently in the General Studies program and will complete her associate degree at the end of the summer 2017 semester.

- One hundred and one HFC students were hired for summer work positions at Comerica Park as a result of the three-day recruiting event held by our Career Services office.
- Henry Ford College and Eastern Michigan University have renewed their articulation agreement for students completing an AAS in CIS - Information Assurance degree to earn a BS in Information Assurance and Cyber Defense at EMU. This agreement will be effective until January 2020.
- On March 1, Henry Ford College hosted the first in a series of educational forums organized by the Democratic Institute Consortium (DIC) and the Center for Peace and Conflict Studies (CPCS) at Wayne State University. Cynthia Stiller, Associate Dean of Social Science, Arts and Fitness Division represented HFC as a panelist at this event.
- Faculty member, Todd Browning who is also the Treasurer for the City of Wyandotte and President of the Wayne County Treasurers Association, hosted the quarterly meeting of this association in the community rooms of the Welcome Center on

March 8. This event brought public officials from all over Wayne County to the campus.

- On February 21, Henry Ford College's Council of World Cultures hosted a discussion entitled "Listening from the Heart: Alternative Syrian Perspectives on the Syrian Refugee Crisis". The primary objectives were to introduce the background of the current crisis, to describe the rigorous nature of the vetting process faced by refugees seeking asylum in the United States, to describe contributions to host communities made by Syrians, and to offer information regarding what can be done to help refugees obtain adequate housing, food, and clothing. HFC students Mazen Kadi and Rama Alhoussaini initiated and helped develop the idea for this event. They were assisted and guided by HFC faculty members Nahla Haidar, Chair of The Council of World Cultures and Joel Geffen, Director of the Religious Studies Program.
- On March 15, Henry Ford College hosted "The Smart Factory & Beyond" seminar by McNaughton-McKay Electric Company. This all-day seminar offered something for both Information Technology (IT) and Operational Technology (OT) based participants. Presenters from CISCO, Rockwell Automation, KLA Laboratories, Panduit, Stone Technologies and McNaughton-McKay's vision and traceability group discussed various implementations that span the Internet of Things. Additionally, attendees were able to experience the great value in the high quality Henry Ford College programs in which students are engaged.
- HFC is now officially an Academic Certification Center (AAC) for the Dassault Systemes solutions. Dassault Systemes is a French multinational software company that develops 3D design, 3D digital mock-up and product lifecycle management software. This distinct designation to the College adds value to our CAD program in addition to providing students with another opportunity to compete in a tough job market.
- HFC is hosting the Spring - Metro Detroit Area Historians' Collegium. This event is a long-running, half-day conference with papers on research and pedagogy.

Rochelle Taylor, HFC Athletic Director, reported that the men's basketball team advanced to the quarterfinals of the National Junior College Athletic Association Region XII District Championship and were defeated by Macomb CC by a score of 74-86. In addition she recognized the men's basketball players that received Michigan Community College Athletic Association Eastern Conference Post-Season Honors:

- Sophomore Diangelo Carleton, Honorable Mention All-Conference
- Sophomore John Merriewether, 3rd Team All-Conference
- Freshman Kevin Rice, 3rd Team, All-Conference
- Freshman Matthew Eldridge, 3rd Team All-Conference and All-Freshman Team

Ms. Taylor also acknowledged the following members of the HFC Wrestling Club who earned invitations to the National Collegiate Wrestling Association National Championships in Allen, Texas:

- Austin Koehler, 125 lb. weight class
- Tyler Bridge, 125 lb. weight class
- Jeremy Nelson, 149 lb. weight class
- Jordan Haggerty, 235 lb. weight class
- Darian Holmes, 285 lb. weight class
- Austin Koehler earned All-America honors by placing 8th in the competition

IV. **PRESIDENT'S ITEMS**

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

- President Jensen introduced the following members of his President's National Advisory Council: Henry Ford III, Ford Motor Company, Chair of the Council; Patrick Devlin, CEO of Michigan Building and Construction Trades Council; and Bill Liebold, President Emeritus of the Michigan Colleges Alliance.
- Daily Cash Flow and General Fund Budget Summary were reviewed.
- HFC Scorecard was distributed. The scorecard is still a work in progress and components of the scorecard will be briefly highlighted at upcoming Board meetings.
- *The Atlantic* article, Training Students to Outpace Automation and the Spring 2017 Edition of the *CareerFocus* magazine were distributed. Each media piece reaches approximately 500,000 thousand readers.

V. **SPECIAL REPORTS**

A. American Sign Language Program – Board Report #4341 – Vice President Nealon

The Division of Communications is delighted to announce that its launch of the Deaf Certificate Program has been successful. This program started in Fall 2015 with two sections of ASL 131. This semester our class offerings have expanded to 10 sections, including all four levels of ASL, making ASL our third most popular world language after Arabic and Spanish. These classes are offered in both traditional face to face formats and hybrid, and the division is looking forward to making many of them fully online. Our first three students should be completing this program in May. A survey of students in the sign language classes revealed that 100% of respondents wished to obtain an Associate's Degree in ASL Interpreting. Partially as a result of this demand, the Communications Division will be introducing additional courses in ASL over the next year with a goal of offering an Associate in Applied Science degree in ASL Interpreting by Fall 2018.

In addition to meeting student demand, the division also took into consideration the needs of the community for interpreting services in ASL. According to statistics compiled by Gallaudet University, Michigan has a deaf population that exceeds 137,000 people, which makes Michigan seventh in the country for the number of Deaf and Hard of Hearing adult residents. The E-Michigan Deaf and Hard of Hearing People, a public interest group, expresses deep concerns about a severe shortage of interpreters in this state. With an AAS degree, Henry Ford College students can be certified as ASL interpreters in the state of Michigan and can make between \$20 and \$30 per hour depending on experience. Consequently, we see the potential for graduates of this program to find well-paying jobs while serving a population that is in desperate need.

In the not so distant future, the Division of Communications intends to develop a completer program with at least one online university through the planned Virtual University Center. In fact, ASL Instructor Jenny Stewart graduated through a very similar program offered by Sinclair Community College and Siena Heights University. Offering an online completion program would provide students with the opportunity to work as certified interpreters as they complete their Bachelor's Degree at their

convenience with little or no student debt. Once students obtain the BS degree in ASL Interpretation, they are eligible to apply for national certification, allowing them to command an even higher salary in the field.

Vice President Nealon stated that the state of Michigan is ranked seventh nationally for deaf and hard of hearing residents which number approximately 137,000 residents. It is extremely difficult to meet the demand for interpreters for this population. Faculty members, Nicola (Nic) Artese, who is deaf and was the first adjunct faculty member for the program and Jennifer Stewart, ASL faculty member, who is a ASL interpreter and a "CODA", Child of a Deaf Adult (her father), both spoke on their work experiences.

VI. DISCUSSION ITEMS

A. Resolution of Henry Ford College Board of Trustees Reaffirming Henry Ford College's Commitment to Being a Welcoming College – Board Report #4342 – President Jensen

Whereas, Henry Ford College is welcoming to everyone, including immigrants, refugees, internationals and diverse individuals from all walks of life seeking education and employment opportunities; and

Whereas, Henry Ford College is an integral part of the diverse community it serves; and

Whereas, Henry Ford College desires to reaffirm its long-standing commitment to being a welcoming college

It is hereby resolved:

Henry Ford College shall continue its commitment to welcome individuals from all walks of life. Our diverse employees, students, their families and the community that we serve are who we are. Their diverse knowledge, skills and backgrounds and experiences enlighten and strengthen our College community, contribute to its growth and provide a foundation for tomorrow's leaders. We are committed to their success and providing an open door to their educational and professional goals. This long standing commitment is woven throughout our College Mission Statement, values, policies, services, and daily practices. We reaffirm this commitment as follows:

1. We will continue to provide equal opportunity access to our educational offerings, activities and jobs.
2. We will continue to use our best efforts to provide a safe environment, free from intimidation and discrimination and we will continue to protect the civil rights of all college community members by prohibiting and taking prompt and remedial action against all forms of discrimination, harassment and violence based on age, race, religion, national origin, immigration status, gender, transgender, gender expression, gender questioning, weight, disability, perceived disability, veteran status and any other legally protected personal characteristic. The College shall continue to provide support services to victims of such prohibited conduct.
3. We will continue to be an educational voice for acceptance, understanding, compassion and inclusiveness for our racial and ethnic minorities and Lesbian, Gay, Bi-sexual, Transgender, Questioning (LGBTQ) community members.

4. We will continue, in accordance with the Family Educational Records Privacy Act, to not disclose the private educational records of our students without the student's/guardian's consent or as required by law.
5. We do not and will continue to refrain from inquiring about or documenting a student's or family member's immigration status except as required for processing student visas, and will not disclose such information without the student's /guardian's consent or as otherwise required by law. We do not and will continue to refrain from tracking undocumented students or their family members.
6. We will continue to follow the law applicable to inquiries from and visits by immigration officials to College property and require search warrants and court orders as may be applicable to legally protected private areas, student and employee information and records except when to do so would be detrimental to the College and the community it serves.
7. We will continue to provide support services including without limitation, counseling and advising services regarding student visas, financial aid, scholarships, internships, career opportunities, college community integration, the international student resource center, disability accommodations, victim support services, mental health support, diversity and inclusiveness programs.
8. The College shall seek to enhance its continuing partnerships with community based organizations and legal services organizations as referral sources for students and employees with immigration and LGBTQ rights questions and communicate these sources to the College community.
9. The College shall continue to embrace the principles of First Amendment Free Speech, academic freedom and the free exchange of ideas and recognize the free association rights of faculty staff, students and their respective organizations. The College does not and shall continue to refrain from engaging in profiling or discriminating against students, faculty or staff based on political affiliation, immigration status, gender, gender expression or transgender status.

President Jensen, asked Board of Trustees Policy Committee Chair Hammoud to provide background on the resolution. Chair Hammoud stated that this was a collaborative effort of Policy Committee members (Trustee Lane and Chair Bazzi), President Jensen and Local 1650 who initially requested sanctuary designation for the College. Chair Hammoud added that even though we have always been a welcoming College, it was time to reaffirm our commitment to students and to reassure them that the College is a safe place. Chair Bazzi thanked all participants who contributed to the resolution including the AFO. She asked for discussion and input on the resolution as it is going before the Board for a vote at the April meeting.

B. Proposed TIF Winter 2017 Projects – Board Report #4343 – Vice President Satkowski

Listed below is a summary of projects recommended for funding by the Technology Investment Committee (TIC).

Project Director Division/Department	Nature of Request	Approved Funding
Joe Zitnik IT Services	Proposal to survey five buildings for wireless coverage.	\$20,000
Joe Zitnik IT Services	Proposal to partially fund additional enterprise disk storage.	\$126,622

Cassandra Fluker Office of Student Activities	Proposal to purchase and install a large electronic sign (message center) in the hub of campus for increasing student engagement and awareness of student programs.	\$54,260
Holly Diamond, Nikole Ford Enrollment Services	Proposal to upgrade computers in Enrollment Services.	\$76,812
Doris Toney Communications – Speech	Proposal to provide opportunities to increase the success of students enrolled in the speech classes and student success in speech delivery across disciplines.	\$64,430
Carole Sloan Fine Arts and Fitness	Continue the development of the exercise science lab with the addition of lab equipment and improved classroom/laboratory space.	\$55,216
Carla Serfas Biology	Proposal for the purchase of an Anatomage virtual dissection table, InVivo5 3D imaging software and Medical Design Studio software.	\$81,370
Joyce Hommel Eshelman Library	Technology and information for students at the time it is required and for hands-on interactive classes in the newly designed Vogt room.	\$10,589
Adam Cloutier Teaching and Learning Services	Video Lecture Capture Software and services to provide tools and technology to capture, create, import, manage and deliver classroom content over the web with speed and efficiency.	\$25,000
Bonnie Jobe Health and Physical Fitness	Update the Fitness Center strength training equipment and purchase an In Body Composition Analyzer.	\$56,970
Ammie Helling Student Affairs	Proposal to fund computers for the student mentors.	\$6,500
	Total Funds	\$577,769

The Technology Investment Committee held an open meeting on March 14, 2017 to hear presentations from divisions/departments requesting funds. The committee recommended this proposal for funding. This project has also been reviewed by College administration which offers its support. The total funding for TIF projects which the committee is recommending is \$583,448.

Robert James, Chair of the Technology Investment Committee provided background information on each of the projects being recommended for funding. Trustees questioned the need for two different types of “measuring” equipment both in the fitness area.

VII. ACTION ITEMS

A. Citizen Participation

Michael Hill, representing faculty, addressed the Board about the Welcoming College proposal.

John McDonald, representing Henry Ford Community College Federation of Teachers AFT Local 1650, addressed the Board about the Welcoming College resolution.

Jeffery C. Morford, Local 1650 Vice President, addressed the Board about Welcoming College.

Motion to extend the Board meeting an extra fifteen minutes was offered by Trustee Meade and supported by Trustee Hammoud was approved with the following roll call vote attached: Ayes: Trustees Berry, Hammoud, Lane, Meade, Petlichkoff, Thorpe and Chair Bazzi (7). Nays: None (0).

B. Special Consideration of an Action Item

Item #4 was pulled for discussion and a roll call vote.

C. Motion to Approve Action Items

Motion offered by Chair Bazzi and supported by Trustee Petlichkoff was adopted with unanimous approval attached to move that action items 1 through 10, with the exception of item 4, be approved as recommended.

BIDS AND CONTRACTS

1. Restaurant Kitchen Equipment – Board Report #4344 – Vice President Satkowski

Moved that the award of a contract to Douglas Equipment for \$28,707.94 for the purchase of Restaurant Kitchen Equipment in accordance with the specifications of Sealed Bid #18270, be approved.

Trustee Petlichkoff asked if this equipment will be installed and utilized as an earlier approved piece of equipment (wood burning pizza oven) for the restaurant was purchased and never installed for use. Bryan Bame informed Trustee Petlichkoff that item #3 on the agenda would provide for installation of the previously purchased equipment.

2. Dining Room Renovation – Student and Culinary Arts Center – Board Report #4345 – Vice President Satkowski

Moved that the award of a contract to PGC Development for \$82,890 for the Dining Room Renovation project in accordance with the specifications of Sealed Bid #17999, be approved.

Trustee Lane voiced concern over items #2, #3 and #4 being awarded to the same vendor. She stated that she tried to access their website and could not find one. Trustee Petlichkoff stated that she did find their website and found that they are a very small company. President Jensen reassured the Trustees that Fred Steiner is diligent in vetting vendors who bid on projects.

3. Kitchen Hood Replacement – Student and Culinary Arts Center – Board Report #4346 – Vice President Satkowski

Moved that the award of a contract to PGC Development for \$46,474 for the Kitchen Hood Replacement project in accordance with the specifications of Sealed Bid #18000, be approved.

4. Office Renovations – Welcome Center – Board Report #4347 – Vice President Satkowski

Trustee Meade asked why we should incur the cost for these renovations to accommodate the office of Human Resources, when they are already occupying space on the third floor of the Administrative Services and Conference Center building. Vice President Glass responded that the Human Resources office, in comparison with other similarly sized community colleges, is understaffed. Also and in order to become a high performing Human Resources office, she hopes to add employees, although not immediately, in order to have ten full-time positions. This is still lower than the average of fourteen full-time positions in comparable colleges. Additional responsibilities such as onboarding, diversity training, as well as, increasing state and federal rules and regulations have resulted in work overload and staff leaving their positions. Also, confidentiality is a real concern due to the need to share space.

Chair Bazzi asked for information on what the Human Resources office is presently doing with current resources? What would be optimal? Also, to go back to the Strategic Plan and see what was proposed and if it can be delivered.

Moved that the award of a contract to PGC Development for \$58,780 for the Welcome Center Office Renovations project in accordance with the specifications of Sealed Bid #18295, be approved with the following roll call vote attached: Ayes – Trustees Berry, Hammoud, Lane, Petlichkoff, Thorpe and Chair Bazzi (6); Nays – Trustee Meade (1).

HUMAN RESOURCES

5. Staff Recommendations – Vice President Glass

Moved that the staff recommendations as presented in Board Report #4348: Resignation A-8; Retirement B-8; Other Severance C-8; and Change in Classification D-8, be approved.

6. Donor Relations Manager, Office of Development – Vice President Glass

Moved that the appointment of Ms. Stacy Bazman to the position of Donor Relations Manager, Office of Development, at Grade 9, Step 12, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective March 1, 2017, be approved.

7. Temporary, Full-Time Project Manager, Office of Human Resources – Vice President Glass

Moved that the appointment of Ms. Linda Torbet to the position of Temporary, Full-Time Project Manager, Office of Human Resources, at Grade 4, Step 2, of the 2016-2017 Henry Ford College Exempt Administrators' Salary Schedule, effective March 14, 2017, be approved.

BOARD ADMINISTRATIVE SERVICES

8. Proposed 2017-2018 (FY2018) Tuition Adjustment for Fall Semester – Vice President Satkowski

Moved that the Proposed 2017-2018 (FY2018) Tuition Adjustment for Fall Semester as presented in Board Report #4333 at the February 20, 2017 regular Board meeting be approved.

Trustee Lane took this opportunity to express her concern over raising tuition again. She would like the College to provide information on what is being done to keep costs under control.

MOVED BY: _____ SUPPORTED BY: _____

9. Tuition Rates for the Hospitality Studies and Culinary Arts Program Four-Year Degree for 300 and 400 Level Classes – Vice President Satkowski

Moved that the Tuition Rates for the Hospitality Studies and Culinary Arts Program Four-Year Degree for 300 and 400 Level Classes as presented in Board Report #4334 at the February 20, 2017 regular board meeting be approved.

MOVED BY: _____ SUPPORTED BY: _____

10. Update Tuition Rates for Out-of-District Dual Enrollment Students and Third Party Payers – Vice President Satkowski

Moved that the Update of the Tuition Rates for Out-of-District Dual Enrollment Students and Third Party Payers as presented in Board Report #4335 at the February 20, 2017 regular board meeting be approved.

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

A letter from Local 1650 was received.

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

Trustee Meade requests a spreadsheet for all CPI team recommendations, implementations and current status.

Trustee Berry wants information (as provided on exit surveys, if used) for employees who have left within the past three years as to why they left their employment at the College.

D. Board Member Commentary

Chair Bazzi stated that due to the Resolution of Henry Ford College Board of Trustees Reaffirming Henry Ford College's Commitment to Being a Welcoming College being an action item on next month's agenda, she would like to discuss blue card

recommendations on the resolution. After discussion, it was determined that in item 6 in the last sentence the verbiage after "...employee information and records" should be deleted.

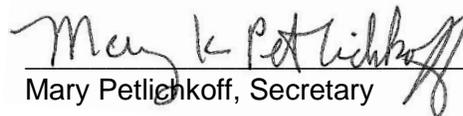
Motion to extend the Board meeting an extra fifteen minutes was offered by Trustee Berry and supported by Trustee Lane was approved with the following roll call attached: Ayes: Trustees Berry, Hammoud, Lane, Meade, Petlichkoff, Thorpe and Chair Bazzi (7). Nays: None (0).

IX. FUTURE MEETING DATES

- A. Monday, April 10, 2017, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, April 17, 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 Chair Bazzi, was adopted unanimously by those members present, that the meeting be adjourned at 9:37 p.m.


Mary Petlichkoff, Secretary