

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

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, April 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, 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 Trustee Hammoud was adopted that the minutes of the regular Board of Trustees meeting on March 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 Sara El Souki. Ms. El Souki is majoring in Criminal Justice. She currently works as a peer math tutor at HFC and is a member of Phi Theta Kappa, the HFC Community Service Club and Chair of the HFC Student Council.

- The Ophthalmic Technician Program volunteered at St. Christine's Soup Kitchen on Saturday, March 25, 2017. Once a year, Dr. Nachazel, a local ophthalmologist arranges for volunteer students and doctors to perform eye screenings for the less fortunate at St. Christine.
- HFC hosted the annual Pre-Education Conference on March 24. Guest speakers presented on the certification process, curriculum after transfer and job opportunities and expectations.
- On March 29, second year students of HFC's Ophthalmic Technician program volunteered their skills at Focus Hope.
- Joyce Hommel, Library Supervisor, has been invited to write a column for the College and Undergraduate Libraries journal, featuring her work on building abstraction capabilities in students by capitalizing on the unique position of the library as a center where multidisciplinary learning occurs. Her article is due out in November.
- The Henry Ford College Winter 2017 Graduating Art and Design Students' Exit Exhibit will be on display in the Sisson Gallery located in the MacKenzie Fine Arts Center from April 25 - May 1, 2017.

- Math and science division faculty provided laboratory access, equipment and research advice to students from the Dearborn Center for Math, Science and Technology (DCMST) on their Science Fair projects.
- On April 7, HFC, in partnership with U of M-Dearborn, hosted over 100 community members for planetarium shows and lectures on stellar spectroscopy, the solar system and gravity.
- In order to address the shortage of workers in technology and skilled trades, HFC is hosting an Engineering, Trades and Technology Information Night on Thursday, April 20, 2017. The evening will promote Industrial Technology and have an array of speakers from faculty to industry representatives who will be discussing our programs and employment potential for future students.
- The advisors for the African Male and Queens forum, Dr. Calvin Harvell and Chardin Claybourne, will be holding their first “Rites of Passage” ceremony for eight of their students who will be graduating in May. This event will take place on Friday, April 28.
- Cassandra Fluker, Student Activities Coordinator, is coordinating the annual Club Achievement Awards on Thursday, April 27 at 3:00 p.m. in the Rosenau Conference Rooms. Dr. Copprue will be receiving the Club Achievement Honorary Award.

#### **IV. PRESIDENT’S ITEMS**

Prior to President Jensen’s report, Chair Bazzi announced that she has received from President Jensen his notice to retire at the end of June 2018. President Jensen stated that a lot of thought and careful consideration has gone into his decision to retire and wanted to give the Board of Trustees plenty of time for a productive search and transition for his replacement. He added that his intent is to accomplish much more during the next fourteen months of his tenure. Chair Bazzi thanked Dr. Jensen for his leadership in steering the College through a difficult period to great stability. Chair Bazzi reminded everyone that we are moving in the right direction and it is important that we continue in this direction and that we, the Board, faculty, staff, community and students, are one team. She thanked President Jensen for staying on an extra year to help with a smooth transition. Each Board of Trustee added their thanks to President Jensen and wished him well during his retirement years.

President Jensen asked Vice President Nealon to provide background on the Phi Theta Kappa Society members who received the Distinguished Chapter Officer Team award. This team was honored based on the team’s demonstration of an exceptional atmosphere of teamwork, leadership abilities, the promotion of honors in action, other engagement in society and enthusiasm for the hallmarks of Phi Theta Kappa, which are scholarship, leadership, service and fellowship. Vice President Nealon asked members to provide their names, positions in the Society and their major: Mounira Almahdri, President, whose major is science; Johnnie Upshaw III, Vice President of Fellowship, whose major is general studies; and Suhaib Al-Mutawakel, Recording Secretary.

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

- Review of the monthly Daily Cash Flow and General Fund Budget Summary
- IPEDS Staffing Data for similar Michigan community colleges and National Center for Education Statistics IPEDS Data Comparison for FTE Staff
- Review of the *Detroit* article, “Help Wanted: Closing Michigan’s Skilled Trades Gap” which features quotes from Vice President Nealon and Gary Saganski

- ATD coaches, David Hartleb and Rene Garcia where on campus last Thursday and Friday. In a summary letter of their visit they mentioned the following positives they observed during their visit: the excellent staff in institutional research, the Focus on Freshmen event; data summits and their continuation; the high quality of administrators, faculty, staff; and the innovative math and English initiatives taking place

## V. **SPECIAL REPORTS**

### A. **Diversity Task Force** – Board Report #4349 – Vice President Nealon

The Diversity Task Force was formed as a result of the Fall 2016 Workforce Diversity CPI team's recommendations and to provide a framework in which to reach HFC Strategic Plan Goal (3). This goal endeavors to cultivate a collaborative culture to improve organizational effectiveness, diversity, and stakeholder satisfaction and to enhance community relations. The Task Force began its work on February 27, 2017 and has been working diligently on four major projects (Task Force Deliverables) as described below. The Task Force sub-teams are prepared to share their progress to date. The members of the Task Force include:

Mouna Abddel-Baghi, Student  
Scott Barnett, FT Faculty, Math  
Byron Brooks, Student  
Reuben Brukley, Labor Relations  
Aura Cazares, Student Compliance/Title IX  
Lisa Copprue, Student Services  
Michael Daher, FT Faculty, Arab Studies  
Sara El Souki, Student  
Cassandra Fluker, FT Faculty, Student Activities  
Joel Geffen, FT Faculty, World Religion  
Cynthia Glass, HR/Campus Safety  
Kalvin Harvell, FT Faculty, Sociology  
Debra Pace, HR Talent Management  
Elizabeth Preston, Financial Aid  
Karen Schoen, Campus Safety  
Debra Smith, Teaching and Learning Services  
Johnnie Upshaw III, Student

### **Diversity Task Force Plan**

#### **Henry Ford Strategic Plan, 2016-2020**

**Goal 3:** Cultivate a collaborative culture to improve organizational effectiveness, diversity, and stakeholder satisfaction and to enhance community relations.

**Implementation strategy A.** Create a collaborative, service-oriented culture through cooperative, collegial communication and evidence-based planning and problem solving.

**Task Force Deliverables**

1. Compile Data on Current Demographics
  - a. Number of faculty and staff by race/ethnicity, age, gender, other identifiable characteristics
  - b. Number of students by race/ethnicity, gender, other identifiable characteristics
  - c. Gather census data related to population who are of workforce age, by industry, by race/ethnicity and gender in HFC standard metropolitan statistical area (SMSA)<sup>1</sup>
  - d. Compare HFC data with workforce data; identify underrepresented groups by department and positions

Team: Reuben Brukley, Cynthia Glass, Lynn Borczon, Debra Pace and Eileen Brennan

2. Formalize Definition of Diversity and Inclusion and draft HFC Diversity and Inclusion Plan
  - a. Expand Diversity Statement<sup>2</sup> to include values
  - b. Expand Diversity Statement to demonstrate what the values look like in practice
  - c. Develop plan to communicate and encourage the HFC community to embrace and model the values

Team Lead: Lisa Copprue

Team: Johnnie Upshaw III, Calvin Harvell, Elizabeth Preston and Mouna Abddel-Baghi

3. Robust Recruitment Strategy
  - a. Review data related to current HFC staffing, students, workforce, applicant pools, etc.
  - b. Identify gaps and underrepresented areas
  - c. Compile current sources of applicants
  - d. Develop plan for attracting and hiring candidates who represent the diversity of our campus and embody our values
  - e. Develop plan for incorporating values into onboarding process

Team Lead: Cassandra Fluker

Team Scribe: Scott Barnett

Team: Debra Pace, Johnnie Upshaw III, Mouna Abddel-Baghi and Joel Geffen

4. Development of Campus-Wide Employee Diversity and Inclusion Training
  - a. Compile master list of all current and past efforts; identify areas of future need
  - b. Search Committee Training: Unconscious Bias
    - i. Research products, vendors, consultants
    - ii. Vet viable options

Vice President Glass introduced the following Diversity Task Force sub-committee members and their reporting area: Reuben Brukley, Data; Elizabeth Preston, Definitions of Diversity Working Team, Values and Behaviors; Dr. Calvin Harvell, Diversity Faculty Perspective; Byron Brooks, Diversity Student Perspective; Cassandra Fluker, Recruitment/Strategy; Aura Cazares, Employee Diversity and Inclusion Training; and Joel Geffen, Multi-Diversity Approach.

Chair Bazzi stated that when she originally asked for this information in February she did not foresee such a comprehensive and thorough report this soon. She added that she is very appreciative of all the hard work and hopes to see the work continue.

B. Committee for the Assessment of Student Learning (CASL) – Board Report #4350 – Vice President Nealon

The purpose of assessment at Henry Ford College is to gather information on student learning and development that can be used to increase student achievement. The College's efforts to improve student learning through instructional or curricular and co-curricular changes are to be informed in part by effective assessment procedures.

The committee is responsible for the coordination, supervision and communication of assessment activities for the purpose of improving student learning and development. The committee oversees all activities that relate to formal assessment of general education, programs and co-curricular activity outcomes at the College.

Our goal is to improve student learning and development. It involves helping each faculty member set high standards for student learning and development (outcomes), gather, analyze and interpret evidence to determine how well student performance matches those expectations and using the results to document, explain and take action to improve student performance.

**Accomplishments: 2016-2017 Academic Year**

- To further develop our assessment work, we held our second Assessment Mini-Conference in September 2016, under the mentorship of Douglas Eder, Ph.D. The conference focused on co-curricular and cross-curricular assessment.
- This winter, we re-named our general education outcomes to institutional outcomes. Although the outcome wording cannot be changed for another academic year, the name change has helped us shift faculty outcome focus away from being course-centric.
- To support our **institutional** outcomes, we used information from our pilot projects to work on Cycle 1 projects for each of our five outcomes. This round of assessment involved the collection of both formative and summative classroom assessment data. Some Institutional outcome sub-committees have reached out to programs to learn how their outcome is applied in programs. We intend to add cross-curricular assessment during Cycle 2.
  - We revisited our institutional outcome rubrics to ensure the outcomes were measurable. This action was requested by HLC in their feedback report.
- We initiated **co-curricular** assessment. We used the Higher Learning Commission's definition of co-curricular programs: "Co-curricular programs are suited to the institution's mission and contribute to the educational experience of its students. Co-curricular activities must be academically related and not part of

a course at HFC. Co-curricular activities enable student intellectual, social, emotional, moral and aesthetic development” (Higher Learning Commission Accreditation criteria, 3.E.1) to identify areas of co-curricular activity at the college. Presently, we are completing our pilot data collection and analysis on fifteen co-curricular projects.

- To support **programs**, our college-wide assessment process uses formative and summative assessment measures, focuses on aligning courses with program learning outcomes, specifies a level of performance for each course and emphasizes a coherent progression of learning in the program’s course sequence. To facilitate summative assessment, all associate degree programs are encouraged to have summative data collected in a capstone course or at the end of the program. In winter 2017, our first program improvement actions from our program pilot projects were implemented.
- We are completing the formal documentation of our five-year assessment plans for all Program Learning outcomes and Institutional Learning outcomes. At the same time, we are revisiting our Introductory, Developing, and Competent (IDC) mapping of program courses and institutional outcomes. Completion of plans and mapping will be before the beginning of the fall 2017 semester.
- Last year, HFC joined the Higher Learning Commission Assessment Academy. As part of our academy work, we continue to roll out our assessment communication plan to support our institutional assessment plan.
  - In addition to our presentations at our Spotlight on Program Improvements for the Future (SPIF) event, we are assisting our advisors and counselors with educating our students about how students can achieve our institutional outcomes throughout their course of study at HFC. We have prepared information sheets to be used during advisory board meetings to gather information from future employers and stakeholders to ensure HFC’s curriculum aligns with their needs.

#### **Next Steps: 2017-2018 Academic Year**

- **Institutional Outcomes:** Implement their Assessment Cycle 1 action plans.
- **Programs:** Implement their assessment action plans and collect evidence for their ongoing assessment plans to support Program Review.
- **Co-curricular:** Implement their Pilot project action plans. Develop and collect data to support Cycle 1 assessment plans
- **CASL Co-chairs:** Coordinate assessment across courses, programs and co-curricular activities.
- **CASL Sub-committees:** Broaden membership to include colleagues in other Divisions. Plan and implement cross-curricular actions to improve student learning.
- **Institutional Outcomes, Programs and Co-curricular:** Implement actions to support the fall 2019 Higher Learning Commission (HLC) accreditation visit.

Vice President Nealon introduced CASL team members who spoke as follows: Robert James, Program Outcomes; Deborah Zopf, Institutional Outcomes; Cynthia Scheur, Systematic Program Outcomes; and Debra Smith, Co-Curricular Outcomes.

**VI. DISCUSSION ITEMS****A. FY2018 Proposed Budget – Board Report #4351 – Vice President Satkowski**

			Board Report #4351 April 17, 2017
<b>Henry Ford College</b>			
<b>Fiscal Year 2017-2018</b>			
<b>Board of Trustees General Fund Report With Original Budget (SUMMARY)</b>			
	<b>FY 2016-2017</b>	<b>Change</b>	<b>FY 2017-2018</b>
	<b>Adopted</b>	<b>For</b>	<b>Original</b>
	<b>Budget</b>	<b>FY16-17</b>	<b>Budget</b>
<b>Revenues</b>			
Tuition and Fees	\$ 44,144,246	\$ 1,597,754	\$ 45,742,000
Local Property Taxes	\$ 14,409,540	\$ (1,019,540)	\$ 13,390,000
State Appropriation	\$ 22,356,894	\$ 1,814,106	\$ 24,171,000
Other Revenue	\$ 883,320	\$ 199,680	\$ 1,083,000
<b>Total Revenue</b>	<b>\$ 81,794,000</b>	<b>\$ 2,592,000</b>	<b>\$ 84,386,000</b>
<b>Expenditures</b>			
Instruction	\$ 32,876,537	\$ 1,273,140	\$ 34,149,677
Administration	\$ 10,105,076	\$ 803,594	\$ 10,908,670
Physical Plant	\$ 2,382,777	\$ (6,316)	\$ 2,376,461
Employee Benefits	\$ 19,634,624	\$ 941,609	\$ 20,576,233
<b>Total Personnel Costs</b>	<b>\$ 64,999,014</b>	<b>\$ 3,012,027</b>	<b>\$ 68,011,041</b>
Purchased Services	\$ 8,176,995	\$ (153,177)	\$ 8,023,818
Materials and Supplies	\$ 2,308,242	\$ 101,157	\$ 2,409,399
Rent, Utilities, and Insurance	\$ 2,274,000	\$ 27,900	\$ 2,301,900
Operating Expenses	\$ 1,486,601	\$ 85,781	\$ 1,572,382
Mandatory transfers	\$ 1,167,016	\$ (140,000)	\$ 1,027,016
Capital Expenses	\$ 1,280,132	\$ (496,688)	\$ 783,444
<b>Total Expenditures</b>	<b>\$ 81,692,000</b>	<b>\$ 2,437,000</b>	<b>\$ 84,129,000</b>
<b>Total Revenues</b>	<b>\$ 81,794,000</b>	<b>\$ 2,592,000</b>	<b>\$ 84,386,000</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 102,000</b>	<b>\$ 155,000</b>	<b>\$ 257,000</b>

Chair Bazzi asked Vice President Satkowski if the proposed budget included the IT and academic restructuring. Vice President Satkowski indicated that the budget does include these costs.

**VII. ACTION ITEMS****A. Citizen Participation**

Eric Rader, representing faculty, addressed the Board about the welcoming campus.

Mohamad Berry, representing himself, addressed the Board about a personal student issue.

Steve Glazer, faculty member, addressed the Board on diversity and the welcoming campus.

Motion to extend the Board meeting an extra fifteen minutes offered by Trustee Meade, 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

Items #10 and #11 were pulled for discussion and vote.

C. Motion to Approve Action Items

Motion offered by Trustee Berry, supported by Trustee Meade was adopted with unanimous approval attached to move that action items 1 through 9.

**BIDS AND CONTRACTS**

1. Hospital Headwall Installation, Respiratory Therapy – Board Report #4352 – Vice President Satkowski

Moved that the award of a contract to Guardian Plumbing & Heating, Inc. for \$28,850 for the Hospital Headwall Installation project in accordance with the specifications of Sealed Bid #18273, be approved.

2. Roof Replacement, Student and Culinary Arts Center – Board Report #4353 – Vice President Satkowski

Moved that the award of a contract to Lutz Roofing Company for \$330,725 for Section 2 of the Student & Culinary Arts Center Roof Replacement project in accordance with the specifications of Sealed Bid #18342, be approved.

3. Security Camera System, College Store – Board Report #4354 – Vice President Satkowski

Moved that the award of a contract to Security Corporation for \$31,192 for the purchase and installation of a Security Camera System in accordance with Proposal #776810 dated March 3, 2017, be approved.

4. Steelcase Furniture, Library – Board Report #4355 – Vice President Satkowski

Moved that the award of a contract to Lincoln Office Solutions for \$72,102.29 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #9718R6 dated March 28, 2017 and Quote #9760R3 dated February 15, 2017, be approved.

5. Steelcase Furniture, Classrooms – Board Report #4356 – Vice President Satkowski

Moved that the award of a contract to Lincoln Office Solutions for \$131,731.07 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #9721R4 dated March 29, 2017, be approved.



**HUMAN RESOURCES**6. Staff Recommendations – Vice President Glass

Moved that the staff recommendations as presented in Board Report #4357: Resignation A-9; Retirement B-9; Leave of Absence C-9; Layoff (Non-Instructional) D-9; Other Severance E-9; and Salary Change in Status F-9, be approved.

7. Business Systems Analyst, Enrollment Services – Vice President Glass

Moved that the appointment of Ms. Keli Renda to the position of Business Systems Analyst, Enrollment Services, at Grade 8, Step 1, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective March 20, 2017, be approved.

8. Business Intelligence Systems Analyst, Institutional Research – Vice President Glass

Moved that the appointment of Mr. Jacob Krogol to the position of Business Intelligence Systems Analyst, Institutional Research, at Grade 8, Step 6, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective April 3, 2017, be approved.

9. Human Resource Information Systems Analyst, Office of Human Resources – Vice President Glass

Moved that the appointment of Ms. Donna Jacobson to the position of Human Resources Information Systems Analyst, Office of Human Resources, at Grade 1, Step 1, of the 2016-2017 Henry Ford College Exempt Senior Administrative Salary Schedule, effective April 3, 2017, be approved.

**BOARD ADMINISTRATIVE SERVICES**10. Resolution of Henry Ford College Board of Trustees Reaffirming Henry Ford College's Commitment to Being a Welcoming College – Revised Board Report #4342 – President Jensen

Trustee Hammoud indicated that she had to leave early, therefore, asked that this item be pulled and voted on first so she could vote to approve the resolution and voice her appreciation to the faculty, president and Board members for all for their support of the resolution.

Motion offered by Trustee Meade, supported by Trustee Berry to move that the Resolution of Henry Ford College Board of Trustees Reaffirming Henry Ford College's Commitment to Being a Welcoming College as presented in Revised Board Report #4342 with the following change implemented: item 6 in the last sentence the verbiage after "...employee information and records" be deleted was approved unanimously.

Motion to extend the Board meeting an extra fifteen minutes offered by Trustee Berry, supported by Trustee Thorpe was approved with the following roll call vote attached: Ayes

- Trustees Berry, Lane, Meade, Petlichkoff, Thorpe and Chair Bazzi (6); Nays - None (0); Absent - Trustee Hammoud (1) (left the meeting at 9:27 p.m.).

11. Proposed TIF Winter 2017 Projects – Vice President Satkowski

Trustee Petlichkoff voiced concern over projects that might serve a select number of students and not the majority of students. Robert James, TIF Chair, reassured Trustee Petlichkoff that all projects that are brought forth to the Board for approval meet the criteria for approval set forth in the TIF guidelines for projects which include students served by the project and technology advancement.

Motion offered by Chair Bazzi and supported by Trustee Berry to move that the Proposed TIF Winter 2017 Projects as presented in Board Report #4343 at the March 20, 2017 regular Board of Trustees meeting was approved.

**VIII. BOARD OF TRUSTEES BUSINESS**

A. Acknowledgements of Correspondence

Chair Bazzi received an ACCT Report on Federal Benefit Programs available for students as well as letters from Local 1650 on the Welcoming Resolution and Academic Restructuring.

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Chair Bazzi stated we should continue to work on diversity within the College, however, it should be done at a slow and steady pace instead of trying to do things overnight which would likely lead to failure.

**IX. FUTURE MEETING DATES**

A. Monday, May 8, 2017, **P-12** Board of Education Study Session, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

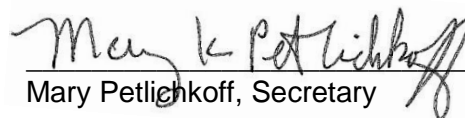
B. Monday, May 15, 2017, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Henry Ford College Administrative Services and Conference Center, in the Rosenau Board Room.

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

D. Monday, June 19, 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 9:44 p.m.

  
Mary Petlichkoff, Secretary