

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

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, September 18, 2017, at the Henry Ford College Administrative Services and Conference Center at 7:02 p.m. by Acting Chair Meade.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Berry and supported by Trustee Thorpe to approve the minutes of the special Board of Trustees Policy Committee meeting and the regular Henry Ford College Board of Trustees meeting on August 14, 2017. Minutes approved with a unanimous affirmative vote attached.

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Myisha Ali, read recognition and acknowledgement items. Myisha is an international student as of the winter 2017 semester.

- The Respiratory Therapist program at Henry Ford College has a long-standing history of excellence. The program was first granted full accreditation by the Joint Review Committee for Respiratory Therapy Education in 1982. On June 24, 2017, the Respiratory Therapist program received confirmation from the Commission on Accreditation for Respiratory Care (CoARC) of continued accreditation through June 30, 2027. For five years, the program has also received the Distinguished RRT Award from CoARC in recognition of excellence. This award recognizes accredited RT programs nationwide that have met or exceeded program outcomes thresholds and have more than 90% of graduates who earn the Registered Respiratory Therapist (RRT) credential. Henry Ford is one of only twenty-five programs in the country to receive this award for at least five years. Congratulations to Program Director, Kim Najarian, and Clinical Coordinator, Ray Robinson, for these outstanding accomplishments and their continued commitment to student success. A special thanks to Department Chair, Debbie Szymanski and Hala Al-Sayaghy for the support they provide.
- Great Lakes Water Authority has selected twenty candidates to start the Instrumentation Apprenticeship program at Henry Ford College in the fall of 2017. As with many other companies, GLWA is anticipating that over 50% of their skilled journey persons will be retiring over the next five years. GLWA has selected Henry Ford College as their education provider for this program.

- Victoria Shepherd, full-time Graphic Design instructor, has been named to the Board of AIGA Detroit, a professional organization for graphic design.
- Breanna Allen, Engineering student, is participating in a paid student research internship at UC-Irvine in Autonomous Engineering.
- Congratulations to Leila Cherara, a nursing clinical adjunct faculty at Henry Ford College. Dr. Cherara received her Doctorate of Nursing Practice (DNP) with a specialty in patient safety from the University of Michigan School of Nursing this past winter 2017 semester.
- In September of 2016, ITT technical schools suddenly closed their doors to approximately 40,000 students, leaving them unsure how they would complete their education. According to the ITT nursing students, HFC is the only college in Michigan who stepped forward to aid these students. We are honored to say that the following five nursing students from ITT graduated in August, after successfully completing the rigorous assessment process to gain admission to the nursing program: Janessa Carlton; Sherika Karim; Renita Laffitte; Christina Owens; and Christina Schultz. Julie Richert received the following email from ITT student, Renita Lafitte: “Thanks for everything. I took my NCLEX Thursday and passed in 75 questions. Henry Ford staff was such a blessing to me.”
- The Nursing program received notice that they have exceeded the national NCLEX pass rate during the first two quarters of 2017. This is the first time the nursing program has exceeded the national pass rate in eight years.

IV. PRESIDENT'S ITEMS

- Review of the monthly Daily Cash Flow and General Fund Budget Summary for the month of August
- Shared a letter from Dearborn Symphony President, Sandra Butler, and Event Chair, Gloria Nycek, thanking Henry Ford College staff for support provided for their Big Band Gala fundraising event held at the College on Saturday, September 9.
- Explained the process for distributing employee recognition Hawk Hero coupons. Each Trustee was given a coupon book for their use.

V. DISCUSSION ITEMS

A. Board of Trustees Policy Updates – Vice President Satkowski

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:

Sexual Misconduct Policy/Title IX
Social Media and Cell Phone Use
Student Code of Conduct
Student Non-Academic General Complaint Policy

Amy Clark, attorney for the College, stated that the Sexual Misconduct Policy/Title IX has been tabled until the October meeting. Acting Chair Meade reported that the other three policies have been approved by the Policy Committee with the addition of the

following sentence on page 4, end of second paragraph, to the Social Media and Cell Phone Use policy: The President and his/her designee will develop social media guidelines.

VI. 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

None

- C. Action to Approve Action Items

Motion offered by Acting Chair Meade and supported by Trustee Berry adopted unanimously to approve action items 1 through 10.

1. LED Message Center Sign – Board Report #4388 – Vice President Satkowski

Moved to award a contract to Valley City Sign for \$40,977 to provide and install an LED Message Center Sign in accordance with the specifications of Sealed Bid #18597.

2. Lecture Capture Audio Visual Systems – Board Report #4389 – Vice President Satkowski

Moved to award a contract to Tekin Integrated Systems, Inc. for \$28,384.96 to provide and install three Lecture Capture Audio Visual Systems in accordance with the specifications of Sealed Bid #18749.

Microsoft Premier Support Services – Board Report #4390 – Vice President Satkowski

Moved to award a contract to Microsoft Corporation for \$46,900 for Microsoft Premier Support Services in accordance with Microsoft MLS #U2994914.

3. Markforged 3D Printers and HP Workstations – Board Report #4391 – Vice President Satkowski

Moved to award a contract to Sehi Computer Products for \$69,994 to purchase Markforged 3D Printers and Workstations, in accordance with Quote #92819 dated August 31, 2017.

HUMAN RESOURCES

5. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4392: Resignation A-2; Retirement B-2; Appointment C-2; and Reappointment to Professional Staff D-2.

6. Associate Dean, School of Health and Human Services – Vice President Glass

Moved to approve the appointment of Debra Szymanski to the position of Associate Dean, School of Health and Human Services, at Grade 1, Step 18, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective September 18, 2017.

BOARD ADMINISTRATIVE SERVICES

7. HFC Board of Trustees Scholarships – Board Report #4393 – President Jensen

Trustee Thorpe said the following statements from the Board Report provide conflicting criteria: “They are students with outstanding academic records...” and “a minimum grade point average of 2.0 each semester”. President Jensen will follow-up with Vice President Best on the basis for the criteria.

Moved to approve the recommendation of students listed to receive scholarships as presented in Board Report #4393.

8. Local Strategic Value Resolution – Board Report #4394 – Vice President Satkowski

Background Information: In order to receive funding under the local strategic value category, community colleges must confirm they meet four out of five of the best practices listed for each category. The wide range of educational programs and business and industry partnerships at Henry Ford College ensure that the best criteria practices are met.

Moved to approve following the resolution as documented by Attachment A:

RESOLUTION: Henry Ford College, through its duly authorized officers, certify that Henry Ford College has met four of five best practices in each category as required by Section 230 of PA 60 of 2015, the Education Omnibus Appropriations Act for fiscal year 2016.

9. Board of Trustees Policy Updates – Vice President Satkowski

Background information: At the August 14, 2017, HFC Board of Trustees meeting the Board of Trustees Policy Committee reviewed and discussed the following policies:

Conflicts of Interest, Nepotism and Outside Activities
Electronic Information and Technology Accessibility Policy
Motor Vehicle Policy
Preservation of Documents Subject to Litigation
Use and Regulation of College Property for Expressive Activities

Moved to approve the following policies: Conflicts of Interest, Nepotism and Outside Activities; Electronic Information and Technology Accessibility Policy; Motor Vehicle Policy; Preservation of Documents Subject to Litigation; and Use and Regulation of College Property for Expressive Activities.

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

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

Motor Vehicle Policy (3800)
 Motor Vehicle Procedures (3800R)
 Policy Prohibiting Unlawful Discrimination Against or Harassment
 of Students (8250)
 Use and Regulation of College Property by Students, Staff and
 General Public (3750)

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

- Trustees received an email from a student whose is confused about his Pell grant. Trustee Petlichkoff will forward the email to the President's Office.
- President's Gala invitation was received.

B. Board Committee Reports

Acting Chair Meade reported on behalf of the Presidential Advisory Search on the progress thus far in the process. The committee has been finalized and a list of committee members can be obtained by contacting Vice President Chadwick. Dr. Carlos Hernandez, from AGB, the search firm selected to do the search, will be on campus on September 21 and 22 meeting with various groups on campus for their input on what traits they feel are important for a candidate to be the right fit for the College. Information from these meetings will be used to compile a job description for the position. Once applications have been received, the committee will review them and a list of finalists will be identified.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Trustee Nasser attended an Educare event which gave away 300 backpacks to students.

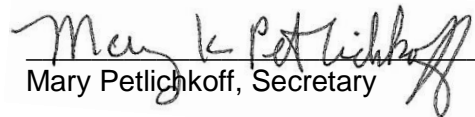
Trustee Petlichkoff attended the Tag You're It event which is a traveling art exhibit currently on display in the Sisson Gallery on campus. Trustee Petlichkoff added that this is an excellent way to showcase not only interesting pieces of art, but our art students and the Dearborn community as well.

VIII. FUTURE MEETING DATES

- A. Monday, October 9, 2017, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, October 16, 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.
- C. Monday, October 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 Acting Chair Meade and unanimously approved by those members present that the meeting be adjourned at 7:38 p.m.


Mary Petlichkoff, Secretary