

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
JANUARY 16, 2018**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 16, 2018, at the Henry Ford College Administrative Services and Conference Center at 7:01 p.m. by Chair Meade.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Petlichkoff and supported by Trustee Berry to approve the minutes of the special Board of Trustees meeting on December 4, 2017; the special Board of Trustees Policy Committee meeting on December 18, 2017; the closed session meeting on December 18, 2017; and the regular Henry Ford College Board of Trustees meeting on December 18, 2017. Minutes approved with a unanimous affirmative vote attached.

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Aaron Schreuer, read recognition and acknowledgement items. Aaron, a graduate of Bloomfield Hills High School began attending Henry Ford College in the fall of 2016. Aaron was recruited out of high school, and chose HFC due to its strong reputation of sending players to 4-year institutions and the Major Baseball League.

- The National Junior College Athletic Association Division 2 Men's Basketball Poll Committee has ranked the HFC men's basketball team 21st in the nation in the January 9, 2018 poll.
- Forty-six percent of HFC student-athletes were selected to the fall 2017 Hawks Academic Team. The Hawks Academic Team recognizes student-athletes who have achieved at least a 3.0 grade point average during the semester. Four student-athletes earned a GPA of 4.0.
- Congratulations to Ms. Aura Cazares, Student Conduct and Compliance Officer and Title IX Coordinator. Ms. Cazares received a Restorative Justice Conference Facilitation Certification by the International Institute for Restorative Practices.
- Congratulations to HFC Ceramics Alumnus John Antczak. Mr. Antczak won 3rd place in an exhibition of 37 artists.
- Congratulations to Dr. Leila Cherara, Nursing faculty. Dr. Cherara received a prestigious certification in simulation: Certified Healthcare Simulation Educator (CHSE).

- We also want to congratulate Dr. Cherara for the upcoming publication of her journal article titled “Interactive Anatomy- Augmented Virtual Simulation Training”, to be published in the Clinical Simulation in Nursing Journal.
- Henry Ford College offers Information Technology (IT) degrees in four specializations: Computer Information Systems (Software Development), Network Administration, Cybersecurity, and Web Development. The Associate in Applied Science (AAS) degree in Web Development was successfully launched in fall 2017 after significant market research and planning. The program has strong enrollment and is helping to close the 20:1 ratio of IT job openings to IT graduates in the region.
- In fall 2017, the interior design students at HFC collaborated with Henry Ford Village on a semester-long project called the Student Designer Show House to renovate an existing one-bedroom senior living apartment home at the Village in Dearborn. Students were assigned a “client” from the Village who provided background and inspiration for the home’s design. Upon completion of the construction renovation, an open house for this Student Designer Show House ran from December 7-9. Over the three-day period, approximately 75 future residents toured the apartment, as well as current residents, guests of the students, and the general public. HFC students were present to greet these people and answer questions about their work. One additional note, a potential Henry Ford Village buyer/resident toured the HFC apartment home prior to the open house and before it was fully staged. As soon as the buyer walked into the apartment, she immediately placed a down payment on the home.

IV. PRESIDENT’S ITEMS

- Interim President Satkowski thanked former Chair Lane for her service and said that he is looking forward to working with new Board officers: Chair Meade, Vice Chair Petlichkoff, Secretary Berry and Treasurer Hammoud.
- Review of the monthly Daily Cash Flow and General Fund Budget Summary for the month of December.

V. SPECIAL REPORTS

A. State of the College Recap – Board Report #4407 – Interim President Satkowski

The slide presentation that was provided during the State of the College meeting on January 3, 2018, was presented to the Board of Trustees. The presentation provided information on ongoing major initiatives at the College along with updates on the current financial situation of the College.

VI. DISCUSSION ITEMS

A. FY 2017-18 Mid-year Budget Adjustment – Mr. Kevin Culler

Mr. Culler stated that the mid-year adjustment shows revenue at \$1.6m higher than originally budgeted and a surplus of \$1.2m. This is due to higher fall and winter enrollment that projected and an increase in the personal property tax payment from the State. Trustee Thorpe asked why administrative costs have increased by ten

percent. Mr. Culler explained that this was due to the hiring of IT employees to replace the purchased services provided by a third party company. The funds were transferred from purchased services and moved into administration.

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Trustee Lane asked that all action items be tabled. She stated she felt that the Board's role was relegated to being a "rubber stamp" for action items rather than the legal authority of the College. She added that it was an affront to the Board of Trustees that the HFC website and the local Dearborn papers had published the hiring of the Vice President of Student Affairs prior to their approval of the appointment. The other Board members voiced their agreement in how the hiring of the vice president was handled. Vice President Chadwick stated that she took full responsibility for the situation as there has been a lot of change in positions in her area and some are unaware of how to proceed in certain situations. Additional personnel action items were questioned as indicated 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.

Moved to approve action items, numbered 1 through 14, as recommended in this agenda, with the exception of 7, 8 and 10.

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. Architectural Services – Board Report #4409 – Dr. David Cunningham

Moved to award a contract to SSOE Group for \$32,160 for the Architectural Services - Athletic Building project in accordance with the specifications of Request for Proposal #18715.

2. Automatic Tire Changer – Board Report #4410 – Dr. David Cunningham

Moved to award a contract to Equipment Distributors, Inc. for \$30,038.20 for the purchase of an Automatic Tire Changer and related components in accordance with the specifications of Sealed Bid #18974.

3. Intel Core i7 Computers, Nursing – Board Report #4411 – Dr. David Cunningham

Moved to award a contract to Access Interactive for \$45,472 for the purchase of Intel Core i7 Computer Systems and related components in accordance with the specifications of Sealed Bid #18983.

4. Intel Core i7 Computers and Motherboards, CIS – Board Report #4412 – Dr. David Cunningham

Moved to award a contract to Access Interactive for \$67,320 for the purchase of Intel Core i7 Computer Systems and related components in accordance with the specifications of Sealed Bid #18984.

5. Patient Simulators – Board Report #4413 – Dr. David Cunningham

Moved to award a contract to Gaumard Scientific Co., Inc. for \$49,650 for the purchase of Patient Simulators and related components in accordance with the specifications of Sealed Bid #18990.

Trustee Petlichkoff questioned the vast difference between the two bids. She was concerned that going with the low bid might mean going with an inferior product. Fred Steiner, Director of Purchasing, assured her that the Gaumard company is providing a product that most closely meets the specifications for the item.

6. Land Surveying Systems – Board Report #4414 – Dr. David Cunningham

Moved to award a contract to Precision Laser & Instrument for \$26,606 for the purchase of GNSS Land Surveying Systems in accordance with the specifications of Sealed Bid #19013.

HUMAN RESOURCES

7. Staff Recommendations – Vice President Glass

Although this item was originally pulled for discussion, Trustee Lane stated that she is more concerned with action items 8 and 10.

Motion offered by Trustee Hammoud and seconded by Trustee Berry to approve staff recommendations as presented in Board Report #4415: Resignation A-6; Retirement B-6; Appointment C-6; Reappointment D-6 and Change in Classification E-6.

8. Assistant Director of Human Resources and Employee Relations, Human Resources – Vice President Glass

Motion offered by Trustee Hammoud and seconded by Trustee Berry to approve the appointment of Linda Torbet to the position of Assistant Director of Human Resources and Employee Relations, Human Resources, at Grade 3, Step 4, of the 2017-2018 Henry Ford College Exempt Senior Administrative Salary Schedule, 48 weeks, effective January 2, 2018.

Trustee Lane stated that she is concerned that administrative positions are added to the agenda for approval without prior communication to the Board of Trustees with information as to the need for the position, if it is a budgeted item, if employee has proper credentials for the position, etc. She added that filling of these positions should be at the discretion of the new president. Trustee Berry withdrew his motion for support of this position.

9. Associate Dean, School of Science, Technology, Engineering and Mathematics – Vice President Glass

Moved to approve the appointment of Brian Kirchner to the position of Associate Dean, School of Science, Technology, Engineering and Mathematics, at Grade 1, Step 13, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 2, 2018.

10. Talent Acquisition Coordinator, Human Resources – Vice President Glass

There was no motion to support the approval of this position.

11. Vice President, Student Affairs – Vice President Glass

Moved to approve the appointment of Daniel Herbst to the position of Vice President, Student Affairs, at Grade 1, Step 4, of the 2017-2018 Henry Ford College Exempt Senior Administrative Salary Schedule, 48 weeks, effective January 31, 2018.

BOARD ADMINISTRATIVE SERVICES

12. Addendum to Financial Institution Designations and Practices Resolution – January 16, 2018 – Board Report #4416 – Dr. David Cunningham

Moved to approve the Addendum to Financial Institution Designations and Practices Resolution – Board Report #4416 dated January 16, 2018.

13. Board of Trustees Policy Updates – Trustee Hammoud

Background information: At the December 18, 2017, HFC Board of Trustees meeting the Board of Trustees Policy Committee reviewed and discussed the following policies:

Medical Examinations
Freedom of Information Act (FOIA)
Student Newspaper

Moved to approve the following policies: Medical Examinations; Freedom of Information Act (FOIA); and Student Newspaper.

14. Rescinding of Board of Trustees Policies – President Satkowski

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

Medical Examinations (8350)
Public Records (7250)
Student Publications (8400)

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None.

B. Board Committee Reports

Chair Meade updated the Board of Trustees on the status of the presidential search. Trustee Hammoud requested access to review the applications. Trustee Thorpe stated that the search committee members were required to sign a confidentiality agreement and that the Board of Trustees who are requesting access to the applications should also sign this agreement.

C. Requests for Information and/or Future Agenda Items

None.

D. Board Member Commentary

Trustee Thorpe asked for some direction on how to proceed with personnel appointments, as he does not want to stop the business of the College. Trustee Hammoud stated that the issue is communication about the filling of the positions. Trustee Berry added that the College is continuing with good leadership and that he welcomes recommendations with communication.

IX. FUTURE MEETING DATES

A. Wednesday, January 31, 2018, **HFC** Special Presidential Advisory Search Committee Meeting, 5:00 p.m., at the Welcome Center in the Community Rooms.

B. Monday, February 12, 2018, **P-12** Policy Committee Meeting, 6:00 p.m., at the Administrative Service Center in the Superintendent's Conference Room.

C. Monday, February 12, 2018, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

D. Wednesday, February 14, 2018, **P-12** Special Meeting (open), 3:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.

- E. Saturday, February 17, 2018 and Sunday, February 18, 2018, **HFC** Special Presidential Advisory Search Committee Meetings, 8:00 a.m., at The Dearborn Inn in the Fairlane-Rouge River Rooms.
- F. Monday, February 19, 2018, **HFC** Special Board of Trustees Policy Committee Meeting, 6:30 p.m., at the Henry Ford College Administrative Services and Conference Center in the President's Conference Room.
- G. Monday, February 19, 2018, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room.
- H. Monday, March 26, 2018, **HFC** Special Board of Trustees Meeting, 6:00 p.m., at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room.
- I. Monday, April 2, 2018, **HFC** Special Board of Trustees Meeting, 6:00 p.m., at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room.

X. ADJOURNMENT

Motion offered by Chair Meade and unanimously approved by those members present that the meeting be adjourned at 8:02 p.m.



Hussein Berry, Secretary