

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
OCTOBER 15, 2018**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, October 15, 2018, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:02 p.m. by Chair Meade.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Petlichkoff and supported by Trustee Nasser to approve the minutes of the following Board of Trustees meetings: September 17, 2018 (regular) and September 17, 2018 (Audit Committee). Minutes approved with a unanimous affirmative vote attached.

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Yousuf Farhat, read recognition and acknowledgement items. Yousuf is a 2018 graduate of Fordson High School where he earned All-League and All-Conference Honors. He was also named to the High School All-State Honor Roll.

- On October 3, the on-campus Voter Registration Drive ended, resulting in 223 completed applications. The Office of Student Activities will focus on the Get Out the Vote Campaign and encourage students to exercise their right to vote.
- On October 16, 24 and November 7, students and families are invited to join Financial Aid Advisors and Enrollment Services Associates to receive hands-on assistance with applying for financial aid, setting up their Federal Student Aid (FSA) ID, and completing the Free Application for Federal Student Aid (FAFSA). Attendees will also receive information on what to expect next in the financial aid process and steps to enroll at HFC.
- October 5 was National Manufacturing Day. This is an annual celebration of modern manufacturing and the great careers it offers. Wayne County, in partnership with Henry Ford College, focused on connecting students with employers and businesses that are a part of the area's rich manufacturing history by providing facility tours. The goal of National Manufacturing Day is to help companies inspire the next generation to consider careers in manufacturing. Henry Ford College hosted over 400 students on National Manufacturing Day.

- The Democracy Institute Consortium based at HFC, is a collaborative effort of several colleges and universities that promotes civic engagement. The consortium has two events scheduled in October:
 - On October 4, the Democracy Institute Consortium hosted an open forum on the Wayne County Circuit Court Judge elections and the ballot initiatives. Candidates for open seats on the circuit court attended and answered questions on their positions. The ballot initiatives were explained to voters in panel discussions. Approximately 100 students attended this event.
 - On October 19, the Democracy Institute Consortium will host the 15th Annual Student Political Issues Convention. The convention gathers 700 students from campuses across southeast Michigan to build an agenda of political issues. National and state elected officials will be in attendance to speak and interact with student attendees.

IV. PRESIDENT'S ITEMS

- Review of the monthly Cash Forecast as of October 4, 2018 and the General Fund Report Summary as of September 30, 2018.
- President Kavalhuna introduced James Davies, who will be a Campus Safety Specialist at HFC. Mr. Davies graduated from the Air Force Noncommissioned Officer Academy in Lackland, Texas and the Air Force Lance Survival School in Fairchild, Washington. He also attended HFC. Mr. Davies was a Staff Sergeant in the United States Air Force and most recently worked in Security Operations at Children's Medical Center of Dayton.
- On September 19, Dr. Pat Chatman, Dean of Business, Entrepreneurship and Professional Development submitted a summary for the Marshall Plan for Talent Consortia in Dearborn as the first phase in the request for approval of state funding. We are the second-largest consortia in the state with 11 high schools and/or ISDs developing a regional strategy. We have been approved to move to the second phase of the plan.
- Strategic Enrollment Management (SEM) – Vice President Herbst is developing a SEM plan to address the various enrollment issues that the College is currently facing. A Steering Committee is being formed with Vice Presidents Herbst and Nealon serving as co-champions along with two co-chairs of the committee. A preliminary plan should be in place by the January Board of Trustees meeting.
- President Kavalhuna has stated that he would be a keeper of the public trust by being fiscally responsible on how College funding is spent. He introduced Zach Polson who along with Steve Schaar, identified a cost-saving idea that is saving the College over \$670 by using surplus cords instead of buying new cords for hot plates in the Science department.
- An initial plan on recycling at the College should be in place in January.
- Total number of awards (degrees and certificates) conferred for fiscal year 2017-2018 increased by 3% from last year with a total of 1,559 awards conferred.
- A movie screening entitled, the Notorious RBG, will take place on Thursday, October 18. This movie is a documentary on Supreme Court Justice Ruth Bader Ginsberg. Trustee Hammoud will host a discussion session following the movie.
- President Kavalhuna will attend the Dearborn City Relations Committee meeting this Wednesday. This committee is chaired by Trustee Mary Petlichkoff.
- Goodwill Industries of Greater Detroit will partner with HFC on a new offering: a 16-week auto technician training program, where individuals will also receive support

- earning automotive technician credentials. A Goodwill project coordinator will lead recruitment, enrollment, support services management, employment placement and job retention of students. Program participants will be prepared to fill in-demand positions in their communities that offer average hourly earnings of \$20 or higher.
- President Kavalhuna provided the Board of Trustees with a copy of the Student Outreach and Support (SOS) newsletter.
 - An exhibition by former HFC student, Donald Cronkhite, entitled Chasing the Light will be held in the Sisson Gallery, October 15 – November 21, 2018. A special Meet the Artist Reception will take place on Friday, October 19, from 4:30 – 7:00 p.m.
 - President Kavalhuna attended a Manufacturing/Industry Partners dinner on Thursday, October 11 in the Fifty-One O One restaurant. He thanked Dr. Pat Chapman for organizing this very successful event and added that the food provided by the student-run restaurant was fantastic.
 - President Kavalhuna asked the Board of Trustees to allow for extra time for gathering enrollment information from other Michigan community colleges. He initially thought that this information would be available for this meeting, however, some colleges have not yet reported their enrollment figures.

V. SPECIAL REPORTS

- A. Henry Ford College Audit Presentation for Year Ended June 30, 2018 – Vice President Satkowski

Vice President Satkowski introduced Dana Coomes and Courtney Heller, from Plante Moran to present the financial highlights of the annual audit for fiscal year ending June 30, 2018. Ms. Coomes began the presentation by stating that the audit findings are clear and unmodified with no recommended adjustments.

VI. DISCUSSION ITEMS

- A. Fall 2018 Technology Investment Fund (TIF) Proposed Projects - Board Report #4462 – Vice President Satkowski

Project Director Department/School	Nature of Request	Amount
Patricia Little Business/Accounting School of Business, Entrepreneurship, and Professional Development	Purchase 30 laptops and storage cart. Laptops will be used by students in accounting classes.	\$21,023
Kris Young and Vic Gregory Automotive Technology School of Business, Entrepreneurship, and Professional Development	Purchase Ford and General Motors engines, fuel-system components, drivetrain computers, wiring harnesses, and programming equipment. Equipment will be used by students in Automotive and Engineering programs.	\$103,000

Paul Root, Jim Smith, and Hassan Nameghi Physics and Engineering School of STEM	Purchase 14 laptops and 14 interfaces, charging cart, and software licenses. Computers will be used by students in the Physics and Engineering Lab courses.	\$56,120
Kevin Dewey Music Department School of Liberal Arts	Purchase 20 iMac computers, 2 digital pianos, and 2 mobile digital piano rigs. Computers will be used by students using the Music Technology Lab.	\$59,600
TOTAL		\$239,743

The Technology Investment Committee held an open meeting on Friday, September 28, 2018, to hear presentations from departments requesting funds. The committee is recommending these proposals for funding. These projects have also been reviewed by the College administration which offers its support. The total value of the TIF projects, which the committee is recommending, is \$239,743. Vice President Satkowski reported that \$347,665 is presently available in the Technology Investment Fund.

Elaine Saneske, Chair of the Technology Investment Committee, provided brief descriptions on the justification for the requests for funding of the projects.

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion offered by Trustee Petlichkoff, supported by Trustee Berry to approve action items, numbered one through five as recommended in this agenda.

HUMAN RESOURCES

2. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board #4463: Resignation A-3; Appointment B-3; Return from Leave of Absence C-3; and Change in Classification D-3.

2. Student Affairs Compliance Assistant Manager – Vice President Glass

Moved to approve the appointment of Munira Kassim to the position of Student Affairs Compliance Assistant Manager, at Grade 8, Step 5, of the 2016-2021

Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective October 29, 2018.

3. Campus Safety Specialist, Campus Safety – Vice President Glass

Moved to approve the appointment of James Davies to the position of Campus Safety Specialist, Campus Safety, at Grade 9, Step 4 of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective October 29, 2018.

BOARD ADMINISTRATIVE SERVICES

4. Addendum to Financial Institution Designations and Practices Resolution – January 16, 2018 – Board Report #4464 – Dr. David Cunningham

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

5. Board of Trustees Policy Updates - Trustee Hammoud

Background information: At the September 17, 2018, HFC Board of Trustees meeting the Board of Trustees Policy Committee reviewed and discussed the following policies:

Attendance and Punctuality
Course Credit Hour (as required by the HLC)

Moved to approve the following policies: Attendance and Punctuality and Course Credit Hour (as required by the HLC).

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Audit Committee report provided in agenda item V. A.

C. Requests for Information and/or Future Agenda Items

Trustee Petlichkoff asked for information (by November) on which programs have been affected by declining enrollment.

Trustee Lane asked for information (by January) on a RFP for legal to include: 1) current contracts; 2) options for a RFP; and 3) best practices for progressing on a RFP.

D. Board of Trustees Commentary

Trustee Lane thanked President Kavalhuna and his family for sharing memory photos in his HFC video.

Trustee Lane reminded everyone to vote in the upcoming November election.

IX. FUTURE MEETING DATES

- A. Monday, October 29, 2018, P-12, Board Study Session, 5:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, November 12, 2018, P-12, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- C. Monday, November 19, 2018, HFC Board of Trustees Policy Committee Meeting, 6:30 p.m. at the Administrative Services and Conference Center in the Cabinet's Conference Room.
- D. Monday, November 19, 2018, HFC Regular Board of Trustees Meeting, 7:00 p.m., at the 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 8:07 p.m.



Hussein Berry, Secretary