

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
DECEMBER 17, 2018**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, December 17, 2018, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:05 p.m. by Chair Meade.

**ROLL CALL**

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

**II. APPROVAL OF MINUTES**

Resolution offered by Trustee Thorpe and supported by Trustee Petlichkoff to approve the minutes of the Board of Trustees regular meeting and closed session on November 19, 2018. Minutes approved with a unanimous affirmative vote attached.

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

HFC student, Deondre Yarber-Rodriguez, read recognition and acknowledgement items. Deondre lives in Lansing, Michigan and is a 2018 graduate of Holt High School. Deondre was a state qualifier, All-Area and All-Conference wrestler in high school and earned the Martin Luther King Jr. Citizenship Award during his senior year. Deondre had dreams of attending several four-year colleges to continue his wrestling career, but his best option was to attend a community college. After meeting Coach Mackenzie at a recruiting center, he knew Henry Ford College was the best choice for him.

- On November 27, the Counseling department held a seminar entitled “Reasons to Hope: Pathways Out of Depression”. The seminar defined depression, informed students of symptoms, and told them how to help someone who may be suffering from it. The cultural stigma placed on depression was also discussed and students were encouraged to get help if they think they may be experiencing depression. Between 70-80 students attended this seminar.
- On Tuesday, December 4, Admissions and Financial Aid teamed up to host Financial Aid Night. The event included a presentation on financing a college education, and a lab where students and their families received one-on-one assistance with their financial aid applications. Forty-eight prospective students attended this session.
- On Saturday, December 8, the Henry Ford College Vanguard Voices were one of five ensembles that performed at the Dearborn Holiday Choral Festival in the Ford Community and Performing Arts Center. The event was well attended and the Vanguard Voices did a great job.
- On December 7, the Career Services office held a Nursing Fair on the east campus. More than 20 nursing college programs and major full-time employment recruiters

from southeast Michigan were represented, with over 100 graduate and current program nursing students attending. The event went well and feedback from colleges, employers, and the nursing students was very positive.

Trustee Berry complemented the Nursing program at the College, as three of the nurses who are taking care of his mother in the hospital are graduates of the program.

#### **IV. PRESIDENT'S ITEMS**

- A Board retreat is scheduled for January 19, 2019. The president is working on the agenda with the Board chair and vice chair.
- President Kavalhuna acknowledged Patty Sellers, Buyer Associate in Purchasing who will be retiring in January. Patty has been with the College and the Dearborn Public Schools for 28 years.
- President Kavalhuna introduced Kevin Dewey, Director of Choral and Vocal Music at the College. Mr. Dewey, along with his vocal group, Midnight Blue, performed Skating with My Baby and The Christmas Song. Members of Midnight Blue include: Alexa Kalasz, Ginny Lundquist, Irene Pizzimenti, Gwyneth Uszynski and Erik Vega. The group did a wonderful job heralding the holiday season.
- President Kavalhuna introduced the following new hires: Keith Binion, pharmacy technology instructor, Mircea "Mitch" Croiter, radiography instructor, Alicia Rodman, enrollment associate and Tiffany Webster, HR generalist, benefits and performance.
- Cash flow and general fund balance sheets for November were reviewed.
- An Updated (correction to last column, 5-Year Change) Year-End Enrollment Comparison Chart was distributed.
- Results from testing done on campus buildings to monitor water safety indicate levels within the normal range.
- The report requested by Trustee Berry on the comparison of fall 2018 community college enrollment with other community colleges in Michigan was distributed along with the November President's Update. President Kavalhuna reminded the Board of Trustees that the information in this report is voluntarily submitted and some community colleges chose not to participate. An official Fall 2018 enrollment comparison will be available in April.
- To try to increase participation in the "leaver's survey", Vice President Gonko will email the survey to students instead of sending it by U.S. mail. She will also send the survey out in mid-January as opposed to December, which is a busy time of year with the holiday season.
- HFC participated in three grant proposals for the Michigan Plan for Talent initiative. The College was granted funding in two of the three proposals. An additional round of funding is expected to open in January. The College will be provided with feedback on the shortcomings of the non-approved proposal which should assist the College when we resubmit for funding.
- Discussion on funding of capital outlay projects is currently taking place during a lame duck session. Russ informed the Board that Board Report #4471 is being presented this evening in case funding is not allocated to the College for FY2019.

#### **V. SPECIAL REPORTS**

- A. Holiday Choral Presentation – Vice President Nealon

Performance took place during the President's Items.

## VI. DISCUSSION ITEMS

- A. HFC Capital Outlay Submission FY2020 – Board Report #4471 – Vice President Satkowski

Discussion during President's Items.

- B. Board of Trustees Policy Updates – Trustee Hammoud

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:

Drug and Alcohol Policy  
Smoke Free Policy

Policy Committee Chair Hammoud clarified that these two policies are being revisited due to the passage of Proposal 1 during the November election. Language addressing marijuana on campus has been added to these policies to comply with state law.

## VII. ACTION ITEMS

- A. Citizen Participation

None

- B. Special Consideration of an Action Item

Trustee Thorpe asked for clarification on why action item #13 is classified as temporary. Vice President Gonko responded that she did this scope of work in her former position. Since she has assumed Becky Chadwick's role at the College, assistance is needed in order to be in compliance for the year preceding the Higher Learning Commission's reaccreditation visit next year.

- C. Action to Approve Action Items

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

- D. At this time, the Secretary will return to any agenda items which Board members asked to discuss and vote on separately.

**BIDS AND CONTRACTS**

1. Chemistry Lab Renovation – Board Report #4472 – Vice President Satkowski

Moved to approve a contract totaling \$90,287 to PGC Development for the Chemistry Lab Renovations project requested by Facilities Services, in accordance with the specifications of Sealed Bid #19776.

2. Human Anatomical Models – Board Report #4473 – Vice President Satkowski

Moved to approve contract award totaling \$27,984.04 to VWR International for the Human Anatomical Models requested by the Biology department, in accordance with the specifications of Sealed Bid #19869.

3. Siemens Industrial Automation Simulator Systems – Board Report #4474 – Vice President Satkowski

Moved to approve a contract award totaling \$50,240 to Electro-Matic Products, Inc. for six (6) Siemens S7-1200 Simulator Systems and a Siemens Software Trainer Package requested by the Electrical Technology department, in accordance with Quotation #1639177 dated October 24, 2018.

4. Hampton Engineering Technology Training Equipment – Board Report #4475 – Vice President Satkowski

Moved to approve a contract award totaling \$28,591 to Hampden Engineering Corporation for machinery training equipment requested by the Electrical Technology department, in accordance with Quotation #18-0837-Rev1 dated November 26, 2018.

5. Magritek Spinsolve Carbon 60 NMR Spectrometer – Board Report #4476 – Vice President Satkowski

Moved to approve a contract award totaling \$81,500 to Magritek, Inc. for (1) Magritek Spinsolve Carbon 60 NMR Spectrometer as requested by the Biotechnology department, in accordance with Quotation #326666-V4 dated December 5, 2018.

**HUMAN RESOURCES**

6. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4477: Resignation A-5; Retirement B-5; Appointment C-5; Reappointment to Professional Staff D-5; Salary Schedule Change of Status E-5; Change in Classification F-5; and Achievement of Tenure G-5.

7. Trade and Apprentice Project Manager, School of Business Entrepreneurship and Workforce Development – Vice President Glass

Moved to approve the appointment of Kenneth Nichols to the position of Trade and Apprentice Project Manager, School of Business Entrepreneurship and Workforce Development, at Grade 8, Step 8, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 2, 2019.

8. Workforce and Professional Development Project Manager, School of Business Entrepreneurship and Workforce Development – Vice President Glass

Moved to approve the appointment of Cassandra Myers to the position of Workforce and Professional Development Project Manager, School of Business Entrepreneurship and Workforce Development, at Grade 8, Step 8, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 3, 2019.

9. Director, Academic Services – Vice President Glass

Moved to approve the appointment of Amelia Bailey to the position of Director, Academic Services, at Grade 2, Step 5, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 7, 2019.

10. Enrollment Associate IV, Enrollment Services – Vice President Glass

Moved to approve the appointment of Steven Luchonok to the position of Enrollment Associate IV, Enrollment Services, at Grade 9, Step 3, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 2, 2019.

11. Enrollment Associate IV, Enrollment Services – Vice President Glass

Moved to approve the appointment of Kelsea Solo to the position of Enrollment Associate IV, Enrollment Services, at Grade 9, Step 6, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 2, 2019.

12. Generalist - Benefits and Performance, Human Resources – Vice President Glass

Moved to approve the appointment of Tiffany Webster to the position of Generalist - Benefits and Performance, Human Resources, at Grade 3, Step 9, of the 2018-2019 Henry Ford Community College HR Management Salary Schedule, 48 weeks, effective December 18, 2018.

13. Accreditation Project Manager, Research and Planning – Vice President Glass

Moved to approve the appointment of Rebecca Michalski to the position of Accreditation Project Manager, Research and Planning, at Grade 8, Step 2, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 2, 2019.

14. Articulation Agreement Manager, Academic Services – Vice President Glass

Moved to approve the appointment of Brandon Nowak to the position of Articulation Manager, Academic Services, at Grade 8, Step 1, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective date TBD.

15. Catalog Manager, Academic Services – Vice President Glass

Moved to approve the appointment of Lindsey Hansen to the position of Catalog Manager, Academic Services, at Grade 8, Step 1, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective date TBD.

**BOARD ADMINISTRATIVE SERVICES**

16. Board of Trustees Policy Update – Student Code of Conduct – Trustee Hammoud

Background information: This policy was approved by the Board of Trustees at their October 16, 2017 meeting. On November 2, 2018, the Office of Civil Rights (OCR) required the College to include additional language to the policy that adds “physical or mental disability, perceived disability” to the statement of students’ rights and also to include a definition of “direct threat”.

Moved to approve the Student Code of Conduct policy as revised to include additional language required by the Office of Civil Rights.

**VIII. BOARD OF TRUSTEES BUSINESS**

A. Acknowledgements of Correspondence

Trustee Berry thanked Steven Glazer for the holiday card and wished everyone happy holidays.

B. Board Committee Reports

Policy Committee report provided during Discussion Item B.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Trustee Thorpe complimented Chair Meade on his year leading the Board of Trustees.

Chair Meade thanked the Board of Trustees, Superintendent Maleyko and his staff, and President Kavalhuna and his staff, for all their support during his tenure as chair of the Board of Trustees. He thanked the citizens of Dearborn and Dearborn Heights for their support in passing the millage continuation. He thanked Becky Chadwick,

Terri Hagen and Carlos Hernandez from AGB Consultants, for their work during the presidential search process which resulted in the hiring of President Kavalhuna. The Board accomplished a lot this year with the P-12 redistricting, hiring of the College president, and passing the millage. He added that there is hard, serious work ahead for the Board next year, with both P-12 and the College working on strategic planning.


Trustee Hammoud thanked Chair Meade for his service and said she is honored to have served under his leadership. She added that she is looking forward to working under the leadership of incoming Chair Petlichkoff.

#### **IX. FUTURE MEETING DATES**

- A. Thursday, January 10, 2019, P-12, Policy Training, 5:30 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, January 14, 2019, P-12, Organizational Meeting, 6:45 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- C. Monday, January 14, 2019, P-12, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- D. Saturday, January 19, 2019, HFC Board of Trustees Retreat, 9:00 a.m., at the Administrative Services and Conference Center in the Rosenau Board Room.
- E. Tuesday, January 22, 2019, 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 7:55 p.m.

  
Secretary, Hussein Berry