

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
FEBRUARY 19, 2018**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, February 19, 2018, at the Henry Ford College Administrative Services and Conference Center at 7:12 p.m. by Chair Meade.

Chair Meade asked for a moment of silence for the victims of the Florida high school shooting.

Chair Meade introduced and welcomed Dr. Daniel Herbst, Vice President of Student Affairs, to the College.

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 Thorpe to approve the minutes of the regular Henry Ford College Board of Trustees meeting on January 16, 2018. Minutes approved with a unanimous affirmative vote attached.

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Aya Semlali, read recognition and acknowledgement items. Aya is an international student from Morocco majoring in Business Administration. She is an Honor student, a member of Phi Theta Kappa, and works as a student ambassador on campus.

- The HFC men's basketball team is ranked 17th in the NJCAA Division II Basketball rankings, released February 13. This marks the fifth straight week that the team has been ranked in the Top 20.
- Seven members of the HFC Wrestling Team have been named national qualifiers and will compete in the National Junior College Athletic Association National Wrestling Championships in Council Bluffs, Iowa on February 23-24. The seven qualifiers are:
 - 125 lb weight class – Hunter Lajiness
 - 133 lb weight class – Santos Alvarez
 - 157 lb weight class – Brandon Garcia
 - 165 lb weight class – Anmar Al-Abolidi
 - 174 lb weight class – Dominic Mancina
 - 184 lb weight class – Robert Jewell
 - Heavyweight – Colin MacFarland

- Congratulations to Angela Hathikhanavala, Chelsea Lonsdale, and John Rietz. These Composition instructors will be presenting at the Council of Basic Writing Workshop at the Conference on College Composition and Communication, the major national conference in their field. They will be sharing their model for training instructors to teach classes in our Accelerated Learning Program.
- Congratulations to Tessa Raymond, International Student Services Advisor. Ms. Raymond was awarded the Newcomer's Grant to attend a Michigan Association of International Educators conference.
- Mr. Adnan Salhi, English instructor, will be participating in three different panel discussions at the major national Conference on Composition and Communication. The presentations will be Non-Western/Global Rhetorics SIG; (Re-)Assembling Resistance: Spaces and Places of/as Responses to Linguistics; and Language to Resist/Resisting Through Languaging.
- Congratulations to the following HFC wrestlers who were named to the 2018 National Wrestling Coaches Association Academic All-America Team:
 - Anmar Al-Abolidi
 - Martin Bustos
 - Brandon Garcia
 - Hunter Lajiness
 - Dominic Mancina
 - Colin MacFarland

Trustee Berry stated that it is awesome that members of the wrestling team will be representing HFC at the conference. He congratulated Coach Grant MacKenzie on a job well done.

IV. **PRESIDENT'S ITEMS**

- Review of the monthly Daily Cash Flow and General Fund Budget Summary for the month of January
- Review of Property Tax Revenue for HFC from 2006 through 2018
- Review of Higher Education Act Reauthorization handout that was distributed to legislators during the ACCT conference in Washington, DC

V. **SPECIAL REPORTS**

A. **Community Liaison Update** – Board Report #4416 – Vice President Glass

Vice President Glass introduced Sam Bazzi, who serves as the College's Arab Community Liaison, to give an update on what he has accomplished since assuming this role during the fall of 2017. Mr. Bazzi has met with leaders of various Arab American institutions as well as several Imams from within the community. He has also made valuable connections by attending various community events. Grant funding, internships, youth leadership, and diversity training are a few of the opportunities gleaned from these meetings. Vice President Glass stated that with the success of this position, it would be beneficial to create additional liaison positions within the African-American and Spanish communities.

Trustee Hammoud said that diversity is very important to the College. She asked Mr. Bazzi what were the main concerns voiced by the Arab American community. He responded that jobs and being community friendly as the two top concerns. She further stated that the College needs to have an internal conversation from within in an effort to reach all ethnic groups to diversify the faculty and staff. She had the opportunity to visit the International Student office with a potential student and was disappointed that there was no one of Middle Eastern descent working in the office nor did anyone in the office speak Arabic.

Trustee Thorpe wanted to ensure that World Religion classes were being properly taught and inclusive of all religions. Trustee Petlichkoff added that we have to be cautious with how we communicate, as we are a community college and we have qualifiers as to what we can teach or what we require for employment in addition to diversity. Vice President Glass responded by saying that the religion classes are taught from a historical perspective and that we are in the process of procuring a larger space for the meditation room. Trustee Berry stated that he had the opportunity to take a few World Religion classes at the College and was very comfortable with the instruction. Trustee Lane stated that she wholeheartedly agreed with Trustee Hammoud and would like to see more information on the current diversity numbers at the College to see if we are making progress in this area. Vice President Glass responded that the Diversity Task Force continues to work on the issue in various ways and that diversity data can be found in the HR Annual Report which was mailed to the Board of Trustees two weeks ago.

B. DTE Next Generation Advanced Technological Workforce Pipeline Development Grant
– Board Report #4417 – Vice President Nealon

The School of Business, Entrepreneurship and Professional Development is delighted to announce its launch of the Power and Trades Pathways program. This stackable credential program is intended to provide students with the basic work skills necessary to obtain entry-level employment in a career in one of five job roles within the Energy Industry. By working with DTE Energy to identify industry specific skills and translate them into structured and robust educational experiences, the Power and Trades Pathways program serves as the first step in developing a new talent pipeline for energy companies across the Southeast Michigan region.

Through a needs analysis done in collaboration with Subject Matter Experts from DTE Energy, our Faculty Developers were able to identify a common core curricula across the five targeted job roles. Based on this analysis, the Faculty Developers have created foundation courses, called the “Power and Trades Pathways Core” Certificate, which will be the first of multiple certificates students can earn in this program. Five job-specific certificates have been created and division faculty is in the development phase of building hands-on learning modules and occupational lab simulations for each of the five job roles. To support this program, equipment is being purchased and minor construction is taking place to create a shared “Power and Trades Pathways” lab in the Technology Building.

In coordination with Henry Ford College’s student support services, The School of Business, Entrepreneurship and Professional Development is ensuring student’s successful completion of the program by providing contextualized remediation and workshops to improve occupational awareness, develop foundational learning skills,

and sharpen test-taking abilities. In addition, pipeline development activities are taking place, such as strategically marketing and recruiting the program, engaging utility contractors in the development of the program, and partnering with local high schools and workforce development agencies.

While DTE and HFC have made considerable progress towards reaching the outcomes associated with the DTE Foundation Grant, both parties are exploring the benefits and potentials of entering into a no-cost extension in order to continue this work beyond the original timeline. Although this will entail budget adjustments, no new funding will be required or expected of either institution.

Vice President Nealon introduced Rebecca Michalski, grant administrator, to provide a snapshot of where the College is at in their partnership with DTE. Ms. Michalski introduced Debra Majewski from DTE who is a key player in the partnership to join her for the presentation. The Board of Trustees thanked DTE and their foundation for funding this exciting program, which provides educational pathways for at-risk students to obtain entry-level jobs with DTE with entry level salaries ranging from \$36,000-\$57,000. DTE also provides employees with paid educational advancement opportunities.

C. 2018 Liberal Arts Network for Development (LAND) Conference – Vice President Nealon

Vice President Nealon introduced Steve Glazer and Dr. Peter Kim to provide an overview of this conference at which the majority of the award winners were from HFC. The LAND conference provides a network for the development of the liberal arts in Michigan's community colleges. This 2018 LAND Conference will take place in Muskegon, February 21-23. The theme this year is "Bridges". In attendance were: Bashair Pasha who won first place for the Creative Writing Award – Creative Essay for her piece, "Egypt" and her mentor, Ruth Ann Schmitt; Gabrielle Sisler, 2018 LAND Conference Illustration Winner for her "Fairview" piece and her mentor, Victoria Shepherd; Joe Bartkowiak, 2018 LAND Conference Fine Art Competition – First Place, Two Dimensional Media winner for his untitled (self-portrait); and 2018 LAND Conference Student Scholars: Sarah Williams for "A Small School Fosters Living Ideas within the Tumult of Detroit's Educational Crisis"; Wala Sailan for "Bacteriophages Exposed"; and Nasreen Ezzeddine for "The Arab Community Center for Economic and Social Services".

VI. DISCUSSION ITEMS

A. Tuition Rates for 2018-2019, Effective Fall 2018 – Board Report #4418 – Mr. Kevin Culler

As the College continues with progress in addressing revenue challenges for 2018-2019, there are many program enhancements that need to be addressed in addition to addressing an overall increase in operating costs. With enrollment slightly down for FY2018 by .5 percent, state aid expected to be flat for FY2019, and property tax revenue expected to be relatively flat for FY2019, a minimal tuition increase is being recommended for 2018-2019.

In reviewing the College's revenue components of state appropriations, property tax revenue, and tuition, it is noted that revenues increased by only 12.1 percent to an inflation rate of 13.3 percent from FY2010 through FY2017. During this same period, state appropriations increased by only 5.30 percent and property taxes decreased, on the initial 3 mills at the College, by 27 percent. No increase is expected in either state appropriations or property taxes for FY2019. Tuition revenue has made up some of the difference in the lack of funding from state and property taxes. However, the College has attempted to minimize tuition increases as much as possible, maintaining some of the lowest tuition rates in the State for community colleges.

In comparing the College's rates with other Michigan community colleges (Attachment 1), based upon 2017-2018 rates, the Henry Ford College in-district tuition rate of \$96 is the 3rd lowest out of 28 colleges, the out-of-district rate of \$166 is the 9th lowest, and the out-of-state rate is the 13th lowest.

Therefore, with the College's position in tuition compared to others, it is recommended that rates be adjusted as follows:

	Current	Recommended	Percentage
In-District	\$ 96.00	\$ 99.00	3.1%
Out-of-District	\$166.00	\$172.00	3.6%
Out-of-State	\$240.00	\$250.00	4.2%
International	\$240.00	\$250.00	4.2%

Based on the 2017-2018 tuition rates of the other 27 Michigan community colleges, these proposed 2018-2019 tuition rates would place Henry Ford College at 3rd, 9th, and 17th lowest for in-district, out-of-district, and out-of-state tuition rates respectively. However, per MCCBOA surveys, most colleges will be increasing rates in FY2019. It should also be noted that Henry Ford College is one of only nine colleges that charges for tuition based on credit hours versus contact hours. Charging for tuition based on contact hours often costs students more since contact hours may exceed credit hours in a number of classes. Henry Ford College generally charges most students a lower rate when contact hours exceed credit hours, as these excess contact hours are capped at five excess contact hours per class for billing purposes and the FY2019 rate will be \$96 per excess contact hour for all students, regardless of where they live.

Kevin Culler stated that the Michigan community college comparisons provided do not include any planned increases for other Michigan community colleges.

Trustee Berry asked for a report showing Michigan community college tuition rankings that include fees. Trustee Lane stated that she is discouraged with the tuition increase request. She added that health care and education costs continue to rise and tuition has gone up 400 percent within the last 30-40 years. She would like to know what the College is doing to keep tuition rates down. Interim President Satkowski replied that an ACS report which compares data from community colleges across Michigan ranks this institution as second lowest in per student cost in spite of revenue to the College ranked second lowest per FTE in the same report spanning the last ten years. This institution, even before and during his tenure here, has always made an effort to keep costs down regardless of the limited tax base and lack of state appropriation revenue and yet reports show that our students leave this College with very little debt.

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:

Budget Management
Payment of College Obligations
Service Animals

Trustee Nasser informed the Board of Trustees that language was added to the Budget Management policy to include that a budget would be presented to them semi-annually, for the whole fiscal year and an adjusted budget after six months, if necessary. Although this is currently the practice, the Committee elected to have the language added to the policy. Language that the president shall inform the Board of Trustees, as soon as possible, if expenditures exceed revenue was also added and the language on restricted/unrestricted balance minimum requirements was toned down. The Service Animals policy was tabled until it was determined who would clean up after the animal.

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

John McDonald representing AFT Local 1650 spoke to the Board on Dr. Bazzi's report, presidential search, tuition report, unresolved HFCC-FT 1650 concerns and diversity.

B. Special Consideration of an Action Item

Trustee Lane would like information related to item 2 on what is the disposal process for computers no longer used in classrooms (how many parts are reused and how many go to landfills) and on item 5 as to how the software will be utilized. Items 15 and 16 pulled for a roll call vote.

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.

Motion offered by Trustee Petlichkoff, supported by Trustee Hammoud to move to approve action items, numbered 1 through 14, 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. These will be considered one at a time.

Motion to extend the meeting fifteen minutes offered by Trustee Thorpe, supported by Trustee Lane was approved with the following unanimous roll call vote attached: Ayes - Trustees Berry, Hammoud, Lane, Nasser, Petlichkoff, Thorpe and Chair Meade (7); Nays – None (0).

BIDS AND CONTRACTS

1. Tablet Computer and Wireless Network Access Points – Board Report #4419 – Dr. David Cunningham

Moved to award a contract to PCMG, Inc. for \$35,944.82 for the purchase of Tablet Computers and Wireless Access Points in accordance with the specifications of Sealed Bid #19002.

2. Dell Optiplex Computers – Board Report #4420 – Dr. David Cunningham

Moved to award a contract to Access Interactive for \$76,406.50 for the purchase of Dell OptiPlex 3050 All-in-One Computers in accordance with the specifications of Sealed Bid #19100.

3. Land Surveying Systems - GNSS – Board Report #4421 – Dr. David Cunningham

Moved to award a contract to Precision Laser & Instrument for \$42,390.96 for the purchase of GNSS Land Surveying Packages in accordance with the specifications of Sealed Bid #19013.

4. Steelcase Furniture, Enrollment Labs – Board Report #4422 – Dr. David Cunningham

Moved to award a contract to Lincoln Office Solutions for \$42,385.01 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #9981R10 dated February 8, 2018.

5. Ellucian Elevate Software – Board Report #4423 – Dr. David Cunningham

Moved to award a contract to Ellucian, Inc. in the amount of \$39,865 per year for a five year subscription to Ellucian Elevate and in the amount not to exceed \$67,437 for implementation services, in accordance with Ellucian Quote #H19-167221-013018.

HUMAN RESOURCES

6. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4424: Retirement A-7; Appointment B-7; and Change in Classification C-7.

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

Moved 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. Ms. Torbet has been interim since March 2017 and the position is in the FY2018 budget.

8. Interim Director, E-Learning and Instructional Technologies – Vice President Glass

Moved to approve the appointment of Kyrsten Rue to the position of Interim Director, E-Learning and Instructional Technologies, at Grade 2, Step 5, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 1, 2018. The funding for this position is being allocated from the retirement of Gary Saganski.

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

Moved to approve the appointment of Terrilyn Hagen to the position of Talent Acquisition Coordinator, Human Resources, at Grade 4, Step 2, of the 2017-2018 Henry Ford College Exempt Senior Administrative Salary Schedule, 48 weeks, effective March 1, 2018. This position is being filled due to the resignation of Debra Pace.

10. Orientation Manager, Enrollment Services – Dr. Cynthia Glass

Moved to approve the appointment of Kelly Baratono to the position of Orientation Manager, Enrollment Services, at Grade 9, Step 8, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective February 20, 2018. This position is being filled due to the resignation of Gregory Sikora.

BOARD ADMINISTRATIVE SERVICES

11. FY 2017-18 Mid-Year Budget Adjustment – Mr. Kevin Culler

Moved to approve the FY2017-18 Mid-Year Budget Adjustment as presented in Board Report #4408 at the January 16, 2018, Board of Trustees meeting.

12. Board of Trustees Policy Updates – Trustee Hammoud

Background information: The Residency policy was adopted in November 2017. It is being updated due to a change that the Policy Committee requested in our Tuition, Fees and Refunds policy which resulted in a required change to the Residency policy.

Residency
Tuition, Fees and Refunds

Moved to approve the following policies: Residency and Tuition, Fees and Refunds.

13. Rescinding of Board of Trustees Policies – President Satkowski

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

Tuition and Fees (2000)

Tuition and Fees Refund (2030)
Tuition Freeze Guarantee (2050)

14. Amendment to Financial Institution Designations and Practices Resolution – Dr. David Cunningham

Background information: At the January 16, 2018, Board meeting, the financial institution for the Michigan Liquid Asset Fund was not yet determined. At this time, we are recommending that the Financial Institution Designations and Practices Resolution be amended to designate MILAF+Client Services Group as the financial institution for the Michigan Liquid Asset Fund.

Moved to approve the amendment of the Financial Institution Designations and Practices Resolution approved on January 16, 2018 (Board Report #4416) to designate MILAF+Client Services Group as the financial institution for the Michigan Liquid Asset Fund.

15. Calling for a Closed Session – Chair Meade

Motion offered by Trustee Petlichkoff, supported by Trustee Berry to enter into Closed Session upon adjournment of the regular Board meeting on February 19, 2018, per Michigan Open Meetings Act 15.268, Section 8 (c) for strategy and negotiation of a collective bargaining unit and per Section 8 (e) to discuss pending litigation, Enertron vs Henry Ford College, Macomb County Circuit Court Case No. 17-004221-CB was approved with the following unanimous roll call vote attached: Ayes - Trustees Berry, Hammoud, Lane, Nasser, Petlichkoff, Thorpe and Chair Meade (7); Nays – None (0).

16. 2018 MASB Board of Directors Election – Superintendent Maleyko

Background information: There is an election for an MASB Board of Directors position (one seat), for Region 8, Group VI (the group in which Dearborn belongs), for a three-year term. The ballot for this election must be returned to MASB by 1:00 p.m., Wednesday, March 7, 2018.

Motion offered by Trustee Petlichkoff, supported by Trustee Berry to move that the Dearborn Board of Education cast its vote for Dr. Darlene Pomponio as candidate for the MASB Board of Directors position, for Region 8, Group VI (one seat) for a three-year term was approved with the following unanimous roll call vote attached: Ayes - Trustees Berry, Hammoud, Lane, Nasser, Petlichkoff, Thorpe and Chair Meade (7); Nays – None (0).

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Trustee Thorpe received a petition via email. Trustee Berry asked that he forward the email to Chair Meade.

B. Board Committee Reports

Chair Meade reported that the Presidential Advisory Search Committee narrowed the candidate list down to the following five candidates: Russell Kavalhuna, Michael Nealon, Christopher Reber, Casandra Ulbrich and Thomas Watkins. After Board discussion, it was determined that the candidates would be interviewed individually by the Board of Trustees on March 26, 27 and 28 during open meetings. Vice President Petlichkoff asked if students would have a chance to meet with the candidates, as one of the students on the Presidential Advisory Search Committee approached her and mentioned she felt the voices of the students on the Committee were muted. Vice President Chadwick replied that candidates would be on campus prior to these interviews for open forums with different constituent groups, which include students.

C. Requests for Information and/or Future Agenda Items

Trustee Berry would like a follow-up report regarding the 541 freshmen from the Dearborn Public Schools who were in remedial classes in 2015.

D. Board Member Commentary

Trustee Thorpe stated that with the current situation involving misconduct at MSU, it is very important that anyone who feels there is a problem that needs to be addressed contact the Board of Trustees as soon as possible.

Trustee Lane stated that, in her own opinion, should the proposal for the governor to appoint Board of Trustees rather than have them be elected comes forward, action should be taken against the proposal in order to preserve our democratic rights.

Motion to extend the meeting fifteen minutes offered by Trustee Berry, supported by Trustee Hammoud was approved with the following unanimous roll call vote attached: Ayes - Trustees Berry, Hammoud, Lane, Nasser, Petlichkoff, Thorpe and Chair Meade (7); Nays – None (0).

IX. FUTURE MEETING DATES

- A. Thursday, March 1, 2018, **P-12** Study Session (open/High School Capacity/Boundaries), 5:00 p.m., at the Administrative Service Conference Center in the Frank Franchi Board Room.
- B. Monday, March 12, 2018, **P-12** Policy Committee Meeting, 6:00 p.m., at the Administrative Service Center in the Superintendent's Conference Room.
- C. Monday, March 12, 2018, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- D. Monday, March 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.

- E. Monday, March 26, 2018, **HFC** Special Board of Trustees Meeting, 5:00 p.m., at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room.
- F. Tuesday, March 27, 2018, **HFC** Special Board of Trustees Meeting, 5:00 p.m., at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room.
- G. Wednesday, March 28, 2018, **HFC** Special Board of Trustees Meeting, 5:00 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 9:49 p.m.



Hussein Berry, Secretary