

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

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, April 16, 2018, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:10 p.m. by Chair Meade.

ROLL CALL

On roll call, the following were present: Trustees Berry, Lane, Nasser, Petlichkoff, Thorpe and Chair Meade. There being a quorum, the meeting was declared in session. Trustee Hammoud joined the meeting at 7:28 p.m.

II. APPROVAL OF MINUTES

Resolution offered by Trustee Berry and supported by Trustee Nasser to approve the minutes of the regular Henry Ford College Board of Trustees meeting on March 19, 2018, and the Special Board of Trustees meetings on March 26, 2018, March 27, 2018, and March 28, 2018. Minutes approved with a unanimous affirmative vote attached.

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Alzahra'a Saleh, read recognition and acknowledgement items. Ms. Saleh is a dual enrolled student and will graduate in winter 2019 with an associate's degree in Interior Design.

- Kierra Scott, Black Male and QUEENS Focus group member, was accepted into the Honors Program at the University of Michigan and was awarded a \$5,000 summer internship.
- Holly Diamond, Executive Director of Enrollment Services and Registrar, has been appointed to the national Student Success Workgroup for the American Association of Collegiate Registrars and Admissions Officers.
- The HFC Career Services Office and the North American Society of Automotive Engineers partnered with the Global Talent Retention Initiative of Michigan to hold a job fair. This job fair brought in employers seeking to hire individuals for employment in the STEM (Science, Technology, Engineering and Mathematics) field. This job fair was open to international professionals, graduating students and alumni from southeast Michigan. More than twenty employers represented their companies at the event and over 200 students attended.
- The HFC Career Services Office hosted a Disney culinary program information session and onsite interviews were held. Disney is looking to fill culinary positions at Walt Disney World, Disneyland, and on Disney Cruises.
- As part of the SAFE @ HFC initiative, Henry Ford College hosted the U of M Spectrum Center for the training seminar "What's in a Pronoun: The Importance of Gender

Identity and Appropriate Terminology". Through collaboration and partnership efforts, the U of M Spectrum Center prepares students to thrive in a diverse society and globally. Its mission is to work toward enhancing the campus climate and support services for LGBTQ+ students, staff, and faculty through education, advocacy, and community building.

- On April 23 and 24, HFC will have the Silent Witness exhibit on campus to represent local victims whose lives were lost to domestic violence. The objective of the exhibit is to heighten awareness and provide information on the issue of domestic violence and its effect on our community.
- Dovetailing with the Silent Witness exhibit, HFC will host the Michigan Coalition to End Sexual and Domestic Violence on April 24. They will give a presentation empowering students and staff as to how we can support survivors of domestic violence. Many thanks to Aura Cazares, Student Conduct and Compliance Officer and Title IX Coordinator, and Mandy Earl, Student Activities Associate, for organizing this event.

IV. PRESIDENT'S ITEMS

- Review of the monthly Daily Cash Flow and General Fund Budget Summary for the month of March
- Senators Booher, Knezek and Representative Hammoud were very positive in their comments supporting our Capital Outlay Project submission after their meeting and tour of the technology building last month
- A potential one percent increase in state funding, which is based on performance success factors, would amount to \$97,000 in revenue for the College

V. SPECIAL REPORTS

A. Integrated Energy Master Plan – Interim President Satkowski

Interim President introduced Peter Garforth, from Garforth International, who provided an overview of the Integrated Energy Master Plan for the College.

The Executive Summary

The current energy and water outlook in Michigan, the USA and beyond, presents risk, opportunities and uncertainties for Henry Ford College. Worldwide energy use continues to grow and change following shifting patterns of economic growth. The production of oil and gas in the USA and Canada continues to grow rapidly. Worldwide there is an urgency to reduce carbon emissions from energy use to limit the effects of climate change. Closer to home, Michigan's energy and water systems are being upgraded to improve flexibility and reliability and reduce environmental damage. Technology is offering cleaner, cheaper and more efficient energy and water use and supply choices. The combination of these factors is driving a transformation in the global energy market.

Senior leadership in industry, commerce, major institutions and communities have a growing understanding of the scale of both the opportunities and risks associated with energy use. This is increasing the need to develop energy solutions that deliver new

standards of efficiency, reliability, flexibility, and environmental performance at lower costs and overall economic risk. This trend is driving a growing demand for new skills in tomorrow's workforce at all levels.

This global and local picture was the backdrop to Henry Ford College's leadership decision to develop an Integrated Energy Master Plan (IEMP) to maximize opportunities and minimize risks from the changing energy market and the College's own use of energy and water for the coming two decades.

The planning process began with College Leadership setting the challenge to implement an energy plan that would represent global best practices in both its own energy performance and energy education. The IEMP should be a 20-year roadmap to 2039 for the College to raise its energy efficiency by 60%, its water efficiency by 40%, improve energy reliability, halve greenhouse gas emissions and create acceptable economic returns on incremental investments. The recommended improvements in efficiency, restructured energy supply and distribution, along with changes in the energy management processes, practices and engagement will create a world-class "Living Classroom" upon which the College will extend its academic offering. Overall, the College will have a pervasive Energy and Climate Culture shared by all staff, students and stakeholders.

In 2017, Henry Ford College educated approximately 20,000 students which equates to Full-Time Equivalents (30 credit hours per year) of approximately 10,000 with expected growth of about 1.5% per year through 2039. In 2017, the College spent \$1.5M on electricity, natural and water, for its Main and East Campuses creating a carbon footprint of 10,800 metric tons; roughly equivalent to the emissions from 3,000 cars.

The College's overall energy performance is slightly better than for comparable Colleges in Michigan and Ohio, and similar to those in Ontario. This is largely due to the quality and commitment of the Facilities Management team rather than the energy-related quality of the infrastructure, which is average to poor. On a global comparison, the energy performance is at three times less efficient than systematic best-practices outside the USA. There is no evidence of a campus-wide sustainable energy culture, though recent surveys indicate a strong understanding by students of the importance of energy and an enthusiasm to be actively involved. On the academic front, the College offers a well-respected, traditional range of technically oriented topics.

In a business-as-usual scenario that combines anticipated student growth and expansion of the E-Building along with energy and water price uncertainty, utility cost increases by between 120% and 220%, or to \$3.4M to \$4.7M, by 2039. The carbon footprint stays essentially the same over a period where climate science and international agreements are calling for up to 70% absolute reduction.

The IEMP solution combines improvements in control and efficiency, a restructured energy supply and distribution system, along with changes in the energy management processes, practices and engagement that create a world-class teaching platform upon which the College can extend its academic offering.

The IEMP solution comprises multiple elements to be implemented as an integrated whole. The IEMP outlines a wide range of measures on both campuses that will

dramatically reduce the energy and water needs of the current buildings and ensure new construction is as efficient as found anywhere in the world.

The 60-year old Main Campus heating network will be replaced with one that meets 21st Century standards and will be extended to all existing buildings including the SME complex. A new Energy Center will be incorporated into the E-Building and will supply competitive, clean, and reliable energy from efficient sources, including high-efficiency boilers, thermal storage, combined heat and power(CHP) generation, along with a significant amount of solar power generation. The Energy Center will not only be a modern operational facility, it will also be configured as a teaching facility and be a visible statement of the College's energy leadership.

The College's entire energy and water metering, and control capability will be upgraded to create a Smart Energy Network, supporting efficient day-to-day operations, long-term continuous improvement, performance reporting and campus-wide engagement.

The entire technical solution combines latest, proven technologies into a world-class flexible configuration that can evolve with ongoing changes over the coming decades. Some aspects of the solution are more common in other parts of the world than in the USA and Canada. This gives the College the opportunity to not only serve the education needs of a transforming US and Canadian market, but also team with global players looking to expand their North American activities. The plan includes specific recommendations to form these alliances.

Organization changes will include a restructured facilities team supported by Senior Sponsors from both the academic and finance leadership along with an IEMP Steering Committee that would include senior representative from neighboring industry, government and community interests. The newly formed student driven group "Sustainable HFC" will have a key role in engaging the entire College population. The IEMP calls for total investments of approximately \$23M through the year 2039, of which roughly \$22M will be needed between 2019 and 2022. Of this total, about \$15M represents acceleration, redirection and completion of anticipated deferred maintenance and ongoing facility programs. Of this \$15M, \$9M is available between 2019 and 2022, and \$6M anticipated from 2023 to 2027. The remaining \$8M is the incremental investment needed to complement these resources and deliver breakthrough energy performance.

The IEMP Academic team have scoped the areas of academic focus including realigned workforce training, technical certification, post-bachelor certificates and a possible new bachelor's degree program. The College will also be positioned as destination for elementary and high-school students in Dearborn and elsewhere as a resource for raising energy and climate awareness, new career paths and engaging potential future College students. They will complete their recommendations by November 2018.

Clearly, the IEMP will not be implemented in a vacuum. As facilities are upgraded for energy-related reasons, opportunities are created to improve the academic functionality at the same time. The inverse is also true. The IEMP was developed through a highly collaborative process over the last year. The results of the IEMP recommended solution, as detailed in the IEMP Final Report and supporting analyses, meet the leadership challenges by:

- Increasing energy efficiency by 65%
- Increasing water efficiency by 46%
- Decrease absolute carbon emission by 62% even allowing for student growth
- Achieving Internal Rate of Return of between 9% and 12%
- Creating a pathway to become a US Center of Excellence for energy education.

The commitment to fully implement the Henry Ford College Integrated Energy Master Plan recommendation has the potential to transform the College's ability to serve rapidly evolving educational needs while eliminating waste and freeing up resources for more productive use.

Discussion on implementation costs, optional energy sources, and the academic aspects of the plan followed the presentation. Next step would be to bring forth to the Board of Trustees a plan to secure sources for funding the IEMP.

B. FY2019 Proposed General Fund Budget – Board Report #4432 – Mr. Kevin Culler

Henry Ford College			Board Report #4432		
Fiscal Year 2018-2019			April 16, 2018		
Board of Trustees General Fund Report With Original Budget (SUMMARY)					
	FY 2017-2018	Change From	FY 2017-2018	Change From	FY 2018-2019
	Adopted	Adopted to	Adjusted	Adjusted Budget	Original
<u>Revenues</u>	Budget	FY18-19	Budget	to FY18-19	Budget
Tuition and Fees	\$ 45,742,000	\$ 1,755,000	\$ 46,437,300	\$ 1,059,700	\$ 47,497,000
Local Property Taxes	\$ 13,390,000	\$ (28,000)	\$ 13,390,000	\$ (28,000)	\$ 13,362,000
State Appropriation	\$ 24,171,000	\$ 1,527,000	\$ 25,171,000	\$ 527,000	\$ 25,698,000
Other Revenue	\$ 1,083,000	\$ (34,000)	\$ 987,700	\$ 61,300	\$ 1,049,000
Total Revenue	\$ 84,386,000	\$ 3,220,000	\$ 85,986,000	\$ 1,620,000	\$ 87,606,000
<u>Expenditures</u>					
Instruction	\$ 34,149,677	\$ 1,001,419	\$ 33,942,776	\$ 1,208,320	\$ 35,151,096
Administration	\$ 10,908,670	\$ 1,712,243	\$ 12,167,856	\$ 453,057	\$ 12,620,913
Physical Plant	\$ 2,376,461	\$ 3,993	\$ 2,246,462	\$ 133,992	\$ 2,380,454
Employee Benefits	\$ 20,576,233	\$ 1,119,891	\$ 21,028,319	\$ 667,805	\$ 21,696,124
Total Personnel Costs	\$ 68,011,041	\$ 3,837,546	\$ 69,385,413	\$ 2,463,174	\$ 71,848,587
Purchased Services	\$ 8,023,818	\$ (1,022,672)	\$ 7,157,506	\$ (156,360)	\$ 7,001,146
Materials and Supplies	\$ 2,409,399	\$ 6,393	\$ 2,303,829	\$ 111,963	\$ 2,415,792
Rent, Utilities, and Insurance	\$ 2,301,900	\$ 59,976	\$ 2,301,900	\$ 59,976	\$ 2,361,876
Operating Expenses	\$ 1,572,382	\$ 100,477	\$ 1,626,871	\$ 45,988	\$ 1,672,859
Mandatory transfers	\$ 1,027,016	\$ (292,220)	\$ 1,012,536	\$ (277,740)	\$ 734,796
Capital Expenses	\$ 783,444	\$ (22,500)	\$ 989,945	\$ (229,001)	\$ 760,944
Total Expenditures	\$ 84,129,000	\$ 2,667,000	\$ 84,778,000	\$ 2,018,000	\$ 86,796,000
Total Revenues	\$ 84,386,000	\$ 3,220,000	\$ 85,986,000	\$ 1,620,000	\$ 87,606,000
Excess Revenues/(Expenditures)	\$ 257,000	\$ 553,000	\$ 1,208,000	\$ (398,000)	\$ 810,000

C. Winter 2018 Technology Investment Fund (TIF) Proposed Project – Board Report #4433 – Ms. Elaine Saneske

The Technology Investment Committee met Friday, March 30, 2018, to review proposals submitted for funding. The committee recommends that the following project be funded.

Project Director Department/School	Nature of Request	Amount
Susan McGraw Telecommunication Department School of Liberal Arts	Upgrade of processors and graphics cards in current computers in Telecommunications Lab	\$12,018
TOTAL		\$12,018

The amount of \$347,665 is presently available in the Technology Investment Fund.

D. 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:

Contract Review
Computer System

This discussion item tabled until next month.

VI. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion offered by Trustee Hammoud, supported by Trustee Berry to move to approve action items, numbered 1 through 10 as recommended in this agenda.

BIDS AND CONTRACTS

1. Solid State Drives and Brackets – Board Report #4434 – Dr. David Cunningham

Moved to award a contract to PCM-G, Inc. for \$51,078.81 for the purchase of Solid State Hard Drives and Mounting Brackets in accordance with the specifications of Sealed Bid #19193.

2. Acer Tablet Computers and Spectrum Charging Carts – Board Report #4435 – Dr. David Cunningham

Moved to award a contract to Canton Computer, Inc. for \$28,676.10 for the purchase of Acer Tablet Computers and Spectrum Charging Carts in accordance with the specifications of Sealed Bid #19213.

3. Wireless Access Point Cabling and Installation – Board Report #4436 – Dr. David Cunningham

Moved to award a contract to Allcomm, Inc. for \$89,859.84 for the Wireless Access Point Cabling and Installation project in accordance with the specifications of Sealed Bid #19258.

4. Computer Lockdown Devices – Board Report #4437 – Dr. David Cunningham

Moved to award a contract to Business Machine Security Michigan for \$25,662.00 for the purchase and installation of Computer Lockdown Devices, in accordance with Quote #31318 dated March 13, 2018.

5. Leica Student Microscopes – Board Report #4438 – Dr. David Cunningham

Moved to award a contract to W. Nuhsbaum, Inc. for \$25,920.00 for the purchase of Leica Student Microscopes, in accordance with Quote #0067327 and Quote #0067328 dated November 21, 2017.

6. Steelcase Furniture, Classrooms – Board Report #4439 – Dr. David Cunningham

Moved to award a contract to Lincoln Office Solutions for \$127,104.36 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #10099 dated March 26, 2018.

HUMAN RESOURCES

7. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4440: Retirement A-9; Appointment B-9; and Change in Classification C-9.

BOARD ADMINISTRATIVE SERVICES

8. Interim President's Contract – Chair Meade

Moved to approve the contract (Attachment A) for Mr. John S. Satkowski in his interim role as president.

9. Board of Trustees Policy Updates – Trustee Hammoud

Background information: At the February 19, 2018, HFC Board of Trustees meeting, the Board of Trustees Policy Committee reviewed and discussed the following policies:

Budget Management
Payment of College Obligations
Service Animals

Moved to approve the following policies: Budget Management, Payment of College Obligations and Service Animals.

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

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

Budget Preparation (2150)
Budget Hearings (2350)
Budget Administration (2370)
Budget Stabilization Reserve (2400)
Payment of Claims (2500)

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Board of Trustees received invitations to the Nursing Pinning Ceremony on May 4, 2018.

B. Board Committee Reports

Trustee Petlichkoff provided an update of the City Relations Sub-Committee. A couple of items from the meeting are the focus on multimodal transportation options other than vehicular and a new city dispatch system that includes live stream cameras.

Trustee Nasser asked that a meeting for the Policy Committee be added to the agenda for May 21, 2018, at 6:30 p.m.

Chair Meade stated that the Ad Hoc Committee for the President's Contract met along with Amy Clark, HFC Legal Counsel, Vice President Cynthia Glass, and Dan Tukul, attorney from Butzel Long, prior to the Board meeting. The committee worked on parameters for the contract which will be given to the Board attorney, Dan Tukul, to develop the contract. Discussion ensued on how the Trustees who are not part of the committee would provide input from their perspective on the contract terms. Chair Meade will contact Dan Tukul to develop a preliminary document which will be sent to the Board as a whole for their input.

Motion to extend the meeting fifteen minutes offered by Trustee Berry, supported by Trustee Thorpe, approved with the following unanimous roll call vote attached: Ayes -

Trustees Berry, Hammoud, Lane, Nasser, Petlichkoff, Thorpe and Chair Meade (7);
Nays – None (0).

C. Requests for Information and/or Future Agenda Items

Trustee Petlichkoff is requesting a Study Session for the Board of Trustees with Cabinet members in order to provide a clear understanding of the bylaws for the Board of Trustees.

D. Board Member Commentary

Trustee Thorpe offered his congratulations to all the students who will be graduating and moving on with their lives.

VIII. FUTURE MEETING DATES

A. Monday, May 14, 2018, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

B. Monday, May 21, 2018, **HFC** 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.

C. Monday, May 21, 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.

IX. ADJOURNMENT

Motion offered by Chair Meade and unanimously approved by those members present that the meeting be adjourned at 9:38 p.m.



Hussein Berry, Secretary