

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
MAY 21, 2018**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, May 21, 2018, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:12 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 Nasser and supported by Trustee Berry to approve the minutes of the regular Henry Ford College Board of Trustees meeting on April 16, 2018, the Special Board of Trustees Ad Hoc Committee meetings on April 16 and 24, 2018, and the Special Board of Trustees meeting on April 30, 2018. Minutes approved with a unanimous affirmative vote attached.

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

HFC student, Kailey Littleton, read recognition and acknowledgment items. Kailey originally planned to attend Michigan State University, but the chance to continue to play softball for her first two years of college, and the lower tuition costs, led her to enroll at Henry Ford College. Kailey is an elementary education major.

- SAFE@HFC in partnership with the Hawk's Nest food pantry held a very successful Great Snack Pack Attack food drive. The project ran April 2 through April 30 with thirteen areas across campus participating. HFC employees came together to support students in a very tangible way.
- On April 12 and 13, HFC hosted the 2018 Great Lakes Regional Cisco Academy Conference. In addition to technical sessions, this two-day conference included sessions on program updates, marketing and recruitment, and the sharing of best practices. Approximately one hundred academy instructors, administrators, and Cisco personnel from all over Michigan and Ohio attended the conference.
- On April 18, our International Student Services and Admissions areas hosted the very first International Student Webinar which focused on students in other countries, as well as within the U.S., who would like to attend HFC and study here as an F-1 international student.

- On April 20, HFC Animal Lovers held a Trivia Night event to raise money for the purchase of Pet Oxygen Mask Kits. The event raised over \$2,400. On behalf of HFC, 28 kits were donated to all four Dearborn Fire Departments and the Melvindale Fire Department. These oxygen masks will enable first responders and firefighters to save the lives of animals who suffer from smoke inhalation due to fire hazards.
- On April 24, Financial Aid and Admissions held a very successful Financial Aid Information Night. This event attracted approximately sixty students and parents. The attendees were able to receive general and personalized information about their financial aid packages and the College enrollment process.
- The Student Activities Annual Club Achievement Awards Ceremony was held on April 26. This is an annual program which acknowledged the following students, student clubs, and faculty club advisors for their positive impact on student life at HFC:

Outstanding Student Club Award

Muslim Student Association  
Student Nurses Association

Distinguished Student Club Faculty Advisor Award

Dr. Cheryl Garrett, Intersivity Christian Fellowship  
Dr. Kamal Shenaq, Muslim Student Association

Distinguished Student Leader Award

Yara Alrefaai  
Byron Brooks  
Jordan Harrison  
Dante Yglesias  
Ashley Zielinski

Community Service/Volunteer Award

Antonio Trujillo

Honorary Award

Karen Schoen, Campus Safety Manager

Appreciation Award

Paul Manucci, Multimedia Associate, Data and Voice Communications  
Donovan Shaffer, Multimedia Associate, Data and Voice Communications

- The Henry Ford College Foundation donated \$500 to the Dearborn Public Schools Education Fund in memory of their former Superintendent, Brian Whiston.
- On May 18, HFC's Academic Advising and Student Success Department hosted the annual Michigan Association of College Academic Advisors (MiACADA) professional development conference. This conference drew 250 professionals from community colleges and universities across the state. Many thanks to Maya Calloway-Richardson, Erin Yanke, Stacy Jackson, Bridget Smith-Bodos, and Tia Silva for all their work to make this conference a success.

**IV. PRESIDENT'S ITEMS**

- Review of the monthly Daily Cash Flow and General Fund Budget Summary for the month of April
- On Thursday, May 17, Senator Booher put forth a placeholder bill for Capital Outlay funding. Senators Booher and Cox along with Budget Director, John Walsh, are in discussions and a decision should be forthcoming soon.

**V. SPECIAL REPORTS****A. Student Lobby Day 2018 – Vice President Nealon**

Vice President Nealon reported that Anthony Perry, Robert Yahrmatter, Eric Rader, Cynthia Stiller and Jennifer Ernst from the social sciences area sponsored this event. Students from U of M, Wayne State University, and Oakland Community College accompanied our students to the State Capitol in Lansing for this event on March 20 which gave students an up-close look at our democratic process. Over two hundred students attended the event of which over 100 were from Henry Ford College. Ms. Nesreen Ezzedine, who was the lead student in coordinating this event gave a presentation on the event. The schedule included a morning plenary with Representative Abdullah Hammoud and an ACCESS lobbyist, a group lobby with representatives and senators a lunch plenary with Senator Morris Hood, and an additional group lobby with representatives and senators. Feedback from the students who attended indicated that:

- 85% of the students participated in some type of training
- The primary focus for students on lobby issues were higher education 30%, take on hate 37%, sex trafficking 29%, and 17 year olds voting in elections 12%
- 80% of the students agreed that lobbying was an effective way of having their voice heard
- 94% felt that Student Lobby Day was a good learning experience
- 60% felt that the representatives, senators, and staff took their concerns seriously
- 80% felt that participating in Student Lobby Day showed them (or helped to reinforce) that their political voice was heard
- 91% would be interested in participating in future Student Lobby Day events

**B. Committee for the Assessment of Student Learning (CASL) – Board Report #4441 – Vice President Nealon**

The purpose of assessment at Henry Ford College is to gather information on student learning and development that can be used to increase student achievement. The College's efforts to improve student learning through instructional or curricular and co-curricular changes are to be informed in part by effective assessment procedures.

The committee is responsible for the coordination, supervision and communication of assessment activities for the purpose of improving student learning and development. The committee oversees all activities that relate to formal assessment of Institutional Learning outcomes (formerly General Education outcomes), program learning outcomes, and co-curricular activity outcomes at the College.

Our goal is to improve student learning and development. It involves helping each faculty member set high standards for student learning and development (outcomes), gather, analyze and interpret evidence to determine how well student performance matches those expectations and using the results to document, explain and take action to improve student performance.

Accomplishments: 2017-2018 Academic Year

- We held our third Assessment Mini-conference in November of 2017 to continue the development of our assessment work with the mentorship of Susan Murphy, Ph.D. and Susan Hatfield, Ph.D. from the Higher Learning Commission. This conference focused on using data to improve student learning.
- To assess our *Institutional Learning Outcomes* (ILO's), we developed projects using what we learned from 2016-2017 course-centric assessment of outcomes. This year, the ILO sub-committees collaborated with faculty across the college to assess how ILO's are applied in programs. This cross-curricular assessment will help us identify areas where students need assistance with knowledge and skill transfer in a discipline.
- Faculty and staff completed 13 *Co-curricular* assessment projects and put actions in place during the fall of 2017, and are currently developing 9 projects for implementation the fall of 2018.
- To support *Programs*, our college-wide assessment process uses formative and summative assessment measures, focuses on aligning courses with program learning outcomes, specifies a level of performance for each course, and emphasizes a coherent progression of learning in the program's course sequence. To facilitate summative assessment, all associate degree programs program leads are encouraged to have summative data collected in a capstone course or at the end of the program. Program improvement actions from our program pilot projects were implemented in winter 2017. Faculty are now collecting data to determine the effectiveness of these actions. This is an ongoing cycle of program assessment intended to examine the student learning related to each program learning outcome on a regular basis.
- We have completed the formal documentation of our five-year assessment plans for all Program Learning outcomes and Institutional Learning outcomes. We also completed our IDC (Introductory, Developing, and Competent) mapping of program courses and institutional outcomes. Plans and mapping are presently available on the G: drive and will be moved to an internal website fall of 2018.
- Two years ago, HFC joined the Higher Learning Commission Assessment Academy. As part of our academy work, we continue to roll out our Cultural Transformation Plan to support our institutional assessment plans.
  - The team is working with our IT colleagues to build both internal and external assessment websites.
  - The team is assisting our advisors and counselors with educating our students about how students can achieve our institutional outcomes throughout their course of study at HFC.
  - The team has prepared information sheets to be used during advisory board meetings to gather information from future employers and stakeholders to ensure HFC's curriculum aligns with their needs.
  - The team has provided drop-in workshops and brown bag sessions to assist faculty with data collection and analysis.

- The team is currently developing student video testimonials on the value of instructional learning outcomes to their education and student designed posters.

Next Steps: 2018-2019 Academic Year

- *Institutional Outcomes*: Implement action plans to improve student learning
- *Programs*: Implement action plans and collect evidence for ongoing assessment to support Program Review.
- *Co-curricular*: Develop and collect data to support and develop 2017-2018 assessment work.
- *CASL Co-chairs*: Coordinate assessment across courses, programs, and co-curricular activities.
- *CASL Sub-committees*: Broaden membership to include colleagues in other Departments. Plan and implement cross-curricular actions to improve student learning.
- *Institutional outcomes, Programs, and Co-curricular*: Implement actions to support the fall 2019 Higher Learning Commission (HLC) Accreditation visit.

Vice President Nealon introduced Cynthia Scheuer, Deb Zopf and Deb Smith who provided an update on their committee work since their last report in April 2017.

## **VI. DISCUSSION ITEMS**

### **A. Millage Renewal** – Board Report #4442 – Interim President Satkowski

In the years from 2008-2014, revenue to HFC declined significantly. As property values declined, property tax revenue declined as well. However, the one mill that was approved for five years, starting in FY2015, has restored property tax revenue to the FY2008 levels. The College, for FY2018, will receive approximately the same amount of property tax funds from four mills that it received from three mills in 2008. Three mills would generate \$4.2 million less in property tax funds when compared to FY2008.

HFC continues to take strong actions to reduce costs and work to align expenditures with revenues. Funding requests must be reviewed against the strategic plan to justify any added expense item to the general fund budget through the Strategic Planning On-Line (SPOL) process.

Throughout the process to reduce costs, the focus has remained on our core mission of teaching and learning and on student success. However, the reductions that would be necessary, should the one mill not be extended for another five years, would cut into core programs and services for students and affect workforce and economic development for the community. For example, key programs such as nursing and health careers, computer information systems, and advanced manufacturing provide a trained workforce for well paying jobs that provide critical services to the community and to business and industry. Unless the revenue levels are retained at current levels, in particular property taxes, fundamental programs and services to students and the community are at risk.

Henry Ford College receives foundational financial support from local taxpayers based on a millage levy. The current levy has two parts. The first is a three mill levy renewed in 2013 for ten years. The second is a one mill levy that that was approved for five years in 2013. The two levies combined provide approximately \$15 million to the College each year which is equivalent to the amount provided in 2009.

In 2009, a taxpayer with a \$40,000 taxable value paid \$120 (three mills) on taxes at Henry Ford College. Due to the recession that started in 2010, the taxable value of that same house has decreased to a point where four mills generates \$119.28 for HFC. Therefore, a resident in Dearborn would be paying the same amount of property taxes in 2018 with “four” mills as they did in 2009 with “three” mills.

In 2013, the additional mill was communicated to the public for use “to support special student success initiatives, including a University Center for students wishing to further their education and remain in Dearborn and the surrounding communities; enhanced programming for international students; a comprehensive Student Success Center; upgrades and purchases of state-of-the-art technology and laboratory equipment; and enhanced distance education courses and degree programs. The restoration millage will be used to restore reduced funding as a result of declining State of Michigan appropriations and decreased local property taxes”.

As an important driver to the Dearborn economy, the College brings over \$102 million in income to the community each year, according to a recent economic impact study. Nearly 27,000 students and employees attend classes or work at the College and spend dollars for local goods and services and support local businesses. Further, Henry Ford College continues to be a gateway to an excellent and affordable education for our students that leads to a better future and a better life with the lowest in-district tuition rates in the state. Administration recommends moving forward to request approval from the voters on the November 2018 ballot for the renewal of one mill for five years.

Interim President Satkowski provided a presentation documenting the request for the one mill renewal and referred to the additional millage informational packet emailed to the Board of Trustees last week. The renewal is not an increase, it is necessary to maintain the level of operations to run the College. In addition, to keep permanent initiatives in place and continue to fund one-time initiatives which tie to the Strategic Plan, a requirement for spending funds.

Trustee Berry voiced concern in asking the community to vote for another millage increase as he remembers that the 2013 request for the one mill was stated as a one time increase due to the financial state of the College. Interim President Satkowski replied that he cannot speak to that issue as he was not at the College during the initial millage request and he cannot find any mention of the one-time verbiage in any of the related millage materials. Trustee Berry quoted past Board of Trustees remarks on the issue as “only three to five years” and “give back the funding if it is not needed”. Discussion ensued on whether there would be a time when this one mill renewal would not be necessary. Interim President Satkowski stated that until there is an increase in property tax and state appropriations (which auditors expect might happen in 2034), this one mill increase is vital in keeping the College out of the red. He added that using cash reserves would not help as this funding would be gone within six years.

Chair Meade recognized Mr. John McDonald who motioned to speak on the millage request. Mr. McDonald stated that in 2013, faculty made concessions that directly impacted their paychecks and the number of faculty members has decreased from 225 in the 1980s to 190 currently. The faculty positions that were listed in the Interim President's presentation for funding were not additions but replacements as the level of faculty has not been restored to the 205 level. He added that his opinion would be to sell the millage to the community stating that supporting the millage would be supporting Dearborn's College. His recommendation is that the Board put the issue on the ballot for voters to decide on the one mill increase.

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:

Contract Review  
Computer System

Trustee Hammoud reported that both the of the policies require additional legal review. The Contract Review policy should provide for a uniform standardized contract and language to simplify procedures. The Computer System policy needs additional language on how to address the issue of employees viewing inappropriate materials on their computer.

**VII. ACTION ITEMS**

A. Citizen Participation

See Discussion Item A. above.

B. Special Consideration of an Action Item

Items 8 and 14 were pulled for a roll call vote. Items 8-10 were pulled for discussion by Trustee Lane.

C. Action to Approve Action Items

Motion offered by Trustee Berry, supported by Trustee Nasser to move to approve action items, numbered 1 through 7, 11, 12 and 13 as recommended in this agenda.

**BIDS AND CONTRACTS**

1. Cisco Catalyst Switches – Board Report #4443 – Dr. David Cunningham

Moved to award a contract to PCM-G, Inc. for \$206,595.76 for the purchase of Cisco Catalyst Switches in accordance with the specifications of Sealed Bid #19367.

2. Solid State Drives and Brackets – Board Report #4444 – Dr. David Cunningham

Moved to award a contract to Zones, Inc. for \$38,556.50 for the purchase of Solid State Hard Drives and Mounting Brackets in accordance with the specifications of Sealed Bid #19396.

3. Steelcase Furniture, Library – Board Report #4445 – Dr. David Cunningham

Moved to award a contract to Lincoln Office Solutions for \$114,939.15 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #10102 dated May 2, 2018.

4. Steelcase Furniture, Surgical Technician Lab – Board Report #4446 – Dr. David Cunningham

Moved to award a contract to Lincoln Office Solutions for \$31,126.79 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #10157-R1 dated May 1, 2018.

## **HUMAN RESOURCES**

5. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4447: Resignation A-10; Leave of Absence B-10; Appointment C-10; Return from Leave of Absence D-10; Salary Schedule Change of Status E-10; and Achievement of Tenure F-10.

6. Extension of Contracts for Exempt Personnel – Interim President Satkowski, Vice President Glass

Background information: A number of positions at Henry Ford College are non-union, exempt positions (Cabinet, Human Resources staff, legal counsel, academic deans, and administrative assistants) and require renewal by the Board of Trustees. Vice Presidents and administrative assistants not mentioned in the recommended action below had their contracts extended through June 30, 2019, at the June 2017 Board meeting.

Moved to approve the extension of the contracts for the following non-union, exempt employees through June 30, 2019: Vice President of Student Affairs, Human Resources staff, legal counsel, academic deans, and the Special Assistant to the Vice President of Strategy and Information.

7. Database Administrator, Web and Application Services – Vice President Glass

Moved to approve the appointment of Mr. Donald Dille to the position of Database Administrator, Web and Application Services, at Grade 8, Step 7, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective May 22, 2018.



8. Director, K-12 Relations – Vice President Glass

Moved to approve the appointment of Dr. Reginald Kirkland to the position of Director, K-12 Relations, at Grade 2, Step 5, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective June 4, 2018.

Trustee Lane stated that they are the only K-14 Board in the state and as such, they should have been notified and kept informed of the Director, K-12 Relations position as it is a position directly associated with the Dearborn Public Schools. She added that Superintendent Maleyko or other DPS administrators should have been made aware of the position and been part of the selection committee. She also questions filling positions 8-10 now when a new president will be in place July 1. Vice President Nealon replied that the position was requested in October, there was some kind of confusion in HR, it was just posted last month and is now being filled. No new funding is required. He added that the Board was made aware of the position in several communications to the Board. We did have Majed Fadlallah sit with us when we did the final interviews. Trustee Petlichkoff stated that she has been reading about the position in the monthly President's Update to the Board of Trustees communication. She added that the administration was not given a directive to stop hiring until the new president is in place and it would not be fair to do so now. Trustee Berry added that he supports the president making hiring decisions and that he was aware of the position. Chair Meade stated that the Board of Trustees have given the president the power to hire staff, however, being that they are a K-14 Board of Trustees, communication needs to be enhanced to keep the Board informed on a regular basis. Trustee Hammoud stated that she remembers this same situation happening a few months ago, and there is a lack of communication.

Motion offered by Trustee Berry, supported by Trustee Petlichkoff to approve action items 8 through 10. Motion passed with the following roll call vote attached: Ayes – Trustees Berry, Nasser, Petlichkoff, Thorpe and Chair Meade (5). Nays – Trustees Hammoud and Lane (2).

9. Manager, Enrollment Services – Vice President Glass

Moved to approve the appointment of Ms. Sharon McAlpine to the position of Manager, Enrollment Services, at Grade 9, Step 9, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective June 1, 2018.

10. Project Manager, Academic Affairs – Vice President Glass

Moved to approve the appointment of Ms. Denise Modryznski, to the position of Project Manager, Academic Affairs, at Grade 8, Step 11, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective June 1, 2018.

**BOARD ADMINISTRATIVE SERVICES**

11. Revised President's Contract – Chair Meade

Moved to approve the Revised President's Contract (Attachment A) for Mr. Russell Kavalhuna.

Trustee Thorpe thought that the contract was settled and approved at the Special Board of Trustees meeting on April 30, 2018, and asked why the language was removed. Chair Meade responded that the language stated that, "Mr. Kavalhuna shall provide the Board with a report every six months documenting the purpose and amount of each expense." Chair Meade added that it was his request to remove the language as he noticed it was additional language beyond President Jensen's contract and the Board originally suggested that President Jensen's contract should be used as a guideline for contract articles. The president would be accountable for spending the money in a way that enhances the institution. The Board can ask for a report on spending of the money at any time.

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

Trustee Berry stated that they, as a Board, already voted on the contract. Now there is a change and although they might agree with the change, their vote will be on the whole contract that has some parts that some of them might not agree with. Chair Meade motioned for a roll call vote. Motion to approve the Revised President's Contract passed with the following roll call vote attached: Ayes – Trustees Hammoud, Lane, Nasser and Chair Meade (4). Nays – Trustees Berry, Petlichkoff and Thorpe (3).

12. FY2019 Proposed General Fund Budget – Interim President Satkowski

Moved to approve the FY2019 Proposed General Fund Budget as presented in Board Report #4432 at the April 16, 2018, Board of Trustees meeting.

13. Winter 2018 Technology Investment Fund (TIF) Proposed Project – Kevin Culler

Moved to approve the Winter 2018 Technology Investment Fund (TIF) Proposed Project as presented in Board Report #4433 at the April 16, 2018, Board of Trustees meeting.

14. Board Resolution for Cisco Meraki Access Points and Licensing – Dr. David Cunningham

Background information: This contract was approved at the March 19, 2018, Board of Trustees meeting. An approved resolution (by roll call vote) is required for the financing of the project.

Motion to approve the resolution as presented in Attachment B was called by Trustee Hammoud, supported by Trustee Berry passed with the following 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

None

## B. Board Committee Reports

See Discussion Item B. above.

## C. Requests for Information and/or Future Agenda Items

Trustee Hammoud is requesting an accounting of legal service expenses and employees stipends for the hiring process for the president.

Trustee Lane requests a list of foreign languages that staff in the International Student speak.

## D. Board Member Commentary

Trustee Hammoud wished everyone a Happy Ramadan.

Trustee Berry thanked whoever it was that took care of replacing the HFC flags on the south drive entrance.

**IX. FUTURE MEETING DATES**

A. Monday, June 11, 2018, **P-12**, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

B. Monday, June 18, 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.

C. Monday, June 25, 2018, **P-12**, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

**X. ADJOURNMENT**

Motion offered by Chair Meade and unanimously approved by those members present that the meeting be adjourned at 9:39 p.m.



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Hussein Berry, Secretary