

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
AUGUST 13, 2018**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, August 13, 2018, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:01 p.m. by Chair Meade.

**ROLL CALL**

On roll call, the following were present: Trustees Berry, Hammoud, Nasser, 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 Hammoud and supported by Trustee Berry to approve the minutes of the regular Henry Ford College Board of Trustees meeting on June 18, 2018 and the special Henry Ford College Board of Trustees meeting on July 16, 2018. Minutes approved with a unanimous affirmative vote attached.

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

HFC student, Whitney Larmond, read recognition and acknowledgment items. Whitney is a proud student ambassador of Henry Ford College and has been working with the Admissions and Recruiting department since May of 2018. She has attended HFC since August 2016 as a science major and plans to graduate this December.

- During the 2017-2018 academic year, HFC's food pantry, the Hawks' Nest, served 243 students. Pantry donations include 9,292 pounds of food, 2,902 personal care items, and cash donations totaling \$1,905.35.
- On July 24, the HFC Career Services office conducted a small job fair for students completing a short summer class in the fields of Robotics and Solidworks. Twenty-five students attended the event and employers provided positive feedback.
- The Ceramics area had a presence at the top of "The Hill" during the Dearborn Homecoming event held August 3-5. Ceramic technicians, Patty Goodell and Centirium Frost, along with students Denise Widen and Katie Warden, joined Steve Glazer in demonstrations throughout the weekend. Our traditional "Homecoming Pledge" states that all proceeds will go toward art scholarships and/or program funds.
- On August 18 from 9:00 a.m. to 1:00 p.m., HFC Enrollment Services will host Super Saturday, an enrollment open house, to help new and returning students take care of all enrollment needs. The Financial Aid department will also be available to

answer questions about funding. Students will be able to obtain their official HFC student ID card as well.

- The Office of Student Activities will run a “Get Out the Vote Campaign” to encourage students to vote on election day. A Voter Registration Drive is scheduled on campus from August 27 to October 3, 2018. Students will sign a pledge card as a commitment to vote. A Student Voting Guide is available to give students printed information on the entire voting process.

#### **IV. PRESIDENT’S ITEMS**

- Review of the monthly General Fund Budget Summary for the fiscal year ending June 30, 2018 and the Cash Forecast as of August 8, 2018
- President Kavalhuna found the ACCT conference he attended in Washington, DC last week very beneficial by providing knowledge on best practices for community college presidents and board trustees. He added that the ACCT recommends training for trustees and presidents take place at least every other year to keep trustees up-to-date on the expectations of presidents and board trustees. Additional information on the conference is forthcoming as well as possibly scheduling on-campus training for the Board of Trustees in January by the ACCT. Trustee Petlichkoff stated that she requested training for the Trustees on policies in the past and asked that this be incorporated with any training scheduled.
- Listening Tour schedule reviewed.
- Updated the Board of Trustees on his meeting with Dr. Conway Jeffress, President of Schoolcraft College.
- President Kavalhuna thanked Vice President Chadwick for her years of service to Henry Ford College which was followed by a standing ovation for Vice President Chadwick.

#### **V. ACTION ITEMS**

##### A. Citizen Participation

None

##### B. Special Consideration of an Action Item

Item ten pulled for a roll call vote and item eleven removed from the agenda.

##### C. Action to Approve Action Items

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

#### **BIDS AND CONTRACTS**

1. 2018-2019 Fiscal Year Marketing Media Buys – Board Report #4454 – Vice President Satkowski

Moved to award contracts to: Heritage Media/Digital First in the amount of \$51,650; Interact Communications in the amount of \$75,000; Pandora Radio in the amount of \$143,750; Entercom in the amount of \$242,950; Comcast/AT&T/WOW in the amount of \$150,000; Outfront Media in the amount of \$165,250; Beasley Media Group in the amount of \$48,750; and iHeart Radio in the amount of \$70,000 for the purchase of marketing media buys in fiscal year 2018-2019. The remaining buys will be made using the HFC purchasing and accounts payable system.

2. Fire Alarm System – Child Development Center – Board Report #4455 – Vice President Satkowski

Moved to award a contract to Tyco SimplexGrinnell for \$40,988.00 for the purchase and installation of a fire alarm system in the Child Development Center, in accordance with Quote #321441398 dated March 6, 2018.

3. Blanket Purchase Order Approvals, Additional Orders – Board Report #4456 – Vice President Satkowski

Moved to approve two blanket purchase orders to Insite Business Solutions and two blanket purchase orders to Software Insite Inc. for consulting services to implement Microsoft 365 software.

## **HUMAN RESOURCES**

4. Staff Recommendations – Vice President Glass

Ms. Denise Allen removed from the Appointment C-1 list.

Moved to approve staff recommendations as presented in Board Report #4457: Resignation A-1; Retirement B-1; Appointment C-1; Reappointment D-1; and Salary Schedule Change of Status E-1.

5. Assistant Director, Enterprise Systems – Vice President Glass

Moved to approve the appointment of Bryan Johnson to the position of Assistant Director, Enterprise Systems, at Grade 3, Step 8, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective August 14, 2018.

6. Assistant Manager, Campus Safety – Vice President Glass

Moved to approve the appointment of Michael Ball to the position of Assistant Manager, Campus Safety, at Grade 9, Step 6, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective September 4, 2018.

7. Associate Dean, Counseling Division – Vice President Glass

Moved to approve the appointment of Dr. Ibrahim Atallah to the position of Associate Dean, Counseling Division, at Grade 1, Step 13, of the 2016-2021 Henry

Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective August 14, 2018.

8. Corporate and Foundation Relations Specialist, Office of Development – Vice President Glass

Moved to approve the appointment of Andrew Whitman to the position of Corporate and Foundation Relations Specialist, Office of Development, at Grade 8, Step 4, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective August 14, 2018.

### **BOARD ADMINISTRATIVE SERVICES**

9. Board of Trustees Policy Updates – Trustee Hammoud

Background information: At the May 21, 2018 HFC Board of Trustees meeting the Board of Trustees Policy Committee reviewed and discussed the following policies:

Computer Use  
Contract Review

Moved to approve the following policies: Computer Use and Contract Review.

10. Calling for a Closed Session – Chair Meade

Motion offered by Chair Meade, supported by Trustee Thorpe to enter into closed session to discuss with our attorneys trial strategy in the pending lawsuit of Enertron LLC v Henry Ford College, pursuant to MCL 15.268 (e) because discussion on the open record will be detrimental to our position and also to discuss material exempt from discussion or disclosure by the attorney-client privilege MCL 15.243 (1)(g) pursuant to MCL 15.268 (h) approved with the following unanimous roll call vote attached: Ayes – Trustees Berry, Hammoud, Nasser, Petlichkoff, Thorpe and Chair Meade (6); Nays – None (0); Absent – Trustee Lane (1).

Enter closed session at 7:34 p.m.

Closed session ended 8:34 p.m.

### **VI. BOARD OF TRUSTEES BUSINESS**

- A. Acknowledgements of Correspondence

None

- B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

Chair Meade requested information on the process of assigning class assignments for adjunct faculty.

Trustee Hammoud requested information on how many Financial Aid office staff members speak more than one language and what language(s) they speak.

**VII. FUTURE MEETING DATES**

- A. Monday, August 20, 2018, P-12, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, September 10, 2018, P-12, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- C. Monday, September 17, 2018, HFC, Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room.

**VIII. ADJOURNMENT**

Motion offered by Chair Meade and unanimously approved by those members present that the meeting be adjourned at 8:39 p.m.

  
Hussein Berry, Secretary