

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

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, September 17, 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 Lane, Hammoud, Nasser, Petlichkoff, Thorpe and Chair Meade. Trustee Berry was absent. There being a quorum, the meeting was declared in session.

**II. APPROVAL OF MINUTES**

Resolution offered by Trustee Nasser and supported by Trustee Thorpe to approve the minutes of the following Board of Trustees meetings: August 13, 2018 (regular); August 13, 2018 (closed session); September 10, 2018 (special); and September 10, 2018 (closed session). Minutes approved with a unanimous affirmative vote attached.

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

HFC student, Emily Schroeder, read recognition and acknowledgement items. Emily is a graduate of Davison High School and now an HFC sophomore majoring in Occupational Therapy. Emily chose HFC so that she could participate in the Honors Program and play the sport that she loves, volleyball. Last year she earned NJCAA Second Team All-Academic honors, and was also named to the Academic All-MCCAA team. She is a two-semester Hawk Academic Team member.

- The Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) Education and Research Foundation awarded generous scholarships to 13 Ophthalmic Technician students to assist with the cost to acquire certification. Total amount awarded was \$2,350.
- Welcome Back Days will take place from September 17-22. New and returning students will learn about the available programs and services on campus, join clubs, participate in activities, speak with student support staff, and get involved in campus life at HFC and in the community.
- On August 29, Rochelle Taylor, athletic director, was chosen to be the featured guest in the hour-long podcast "A Chat in the Garden", which highlights women making a positive impact in the field of athletics administration.
- On September 7, the Student Services Training Committee held their first training session. The kickoff event included all of Student Affairs and Student Services staff

and was highlighted by Dr. Michael Nealon as the guest speaker. Further training modules are planned for the entire fall semester and will include topics such as Customer Service and Campus Safety.

- On September 14, a celebratory event was held for the Enrollment Services team, Hunger's Heroes, who donated 4,690 food items for the April 2018 Great Snack Pack Attack food drive. The food drive was a huge success with 13 teams participating from across campus and a total of 17,694 food items being donated to HFC's food pantry, the Hawks Nest. A big thank you to Holly Diamond, Mandy Earl, Troy Gibson and Elizabeth Preston for all their hard work on this event.

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

- President Kavalhuna congratulated Becky Chadwick and Denise Schulte on their retirement from Henry Ford College. Ms. Chadwick has worked at the College for 17.5 years and Ms. Schulte 44.5 years. He thanked them both for their years of public service to the College. He also acknowledged Dr. Lori Gonko, who has been in a position of support for Ms. Chadwick and has now assumed the position as Interim Vice President of Institutional Research, Planning and Accreditation. President Kavalhuna introduced Jerea Jackson and Reco Spencer both of whom will be joining the HFC family of employees along with Milla Arnold-Stoudmire and Jessica Shamberger who were not in attendance.
- Review of the monthly Cash Forecast as of September 12, 2018.
- President Kavalhuna reviewed the HFC Budgeted Enrollment Compared to Actual Enrollment worksheet which compares fall enrollment to winter enrollment for FYs 2014, 2016, 2017, 2018 and 2019. Discussion on various reasons for the enrollment drop ensued. President Kavalhuna informed the Board of Trustees that he has tasked a talented team of administrators to begin work on defining the broad outlines of how to address this issue. This issue will take significant resources. A report on enrollment efforts will be forthcoming in January. Rhonda DeLong, Director of Marketing and Communications, addressed the Board on the different approaches being taken to increase enrollment, which include both advertising and in-person recruitment efforts. Trustee Hammoud suggested we partner with young people who are in the criminal justice system and are required to take educational courses as part of their rehabilitation.
- President Kavalhuna congratulated Trustee Hussein Berry on receiving his five-year service pin from the Michigan Community College Association.

#### **V. DISCUSSION ITEMS**

##### **A. 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:

Attendance and Punctuality  
Course Credit Hour (as required by the HLC)

Trustee Hammoud reported on the Policy Committee meeting that took place prior to the Board meeting. The Attendance and Punctuality policy was revised to include the following language (in italics): Employees *who are eligible for paid overtime* are paid for work performed only during College and Department approved work hours. Unauthorized overtime, before or after an employee's scheduled shift, is compensated but subject to discipline.

*To the extent that a Collective Bargaining Agreement's language differs from this policy, the College will observe the language in the CBA.*

The Course Credit Hour policy has been implemented due to HLC requirements. This has always been policy at the College, however, it was not in written form.

Trustee Hammoud added that the HLC also requested that the College revisit our bylaws. The review process will begin in January 2019 with the goal of completing the bylaws review by September 2019 in order to be in compliance for the next HLC visit.

## VI. **ACTION ITEMS**

### A. Citizen Participation

None

### B. Special Consideration of an Action Item

Item one pulled for comments and a question and item eight pulled for a roll call vote.

### C. Action to Approve Action Items

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

## **BIDS AND CONTRACTS**

### 1. Lenovo ThinkPad Notebooks – Board Report #4458 – Vice President Satkowski

Trustee Lane requested the recommended action language for action items include the name of the department using the equipment and the quantity purchased. Trustee Thorpe asked if students keep the notebooks. Dr. Pat Chatman responded that the students do keep the notebooks and are provided as part of the grant funding. The College will be reimbursed the cost of the notebooks with grant funds.

Moved to award a contract to CDW-G for \$26,437.80 for the purchase of Lenovo ThinkPad Notebooks in accordance with the specifications of Sealed Bid #19568.

## **HUMAN RESOURCES**

### 2. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4459: Resignation A-2; Retirement B-2; Appointment C-2; and Change in Classification D-2.

3. Interim Vice President of Institutional Research, Planning and Accreditation – Vice President Glass

Moved to approve the appointment of Lori Gonko to the position of Interim Vice President of Institutional Research, Planning and Accreditation, at Grade 1, Step 1, of the 2018-2019 Executive Leadership Salary Schedule, 48 weeks, effective August 21, 2018.

4. Senior Systems Administrator, Web and Application Services – Vice President Glass

Moved to approve the appointment of Jerry Kondraciuk to the position of Senior Systems Administrator, Web and Application Services, at Grade 5, Step 6 of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective September 18, 2018.

5. Assistant Manager, Student Accounts – Vice President Glass

Moved to approve the appointment of Sharon McAlpine to the position of Assistant Manager, Student Accounts, at Grade 9, Step 9 of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective September 24, 2018.

6. Special Assistant to the Vice President, Human Resources and Campus Safety – Vice President Glass

Moved to approve the appointment of Jerea Jackson to the position of Special Assistant to the Vice President, Human Resources and Campus Safety, at Grade 4, Step 11, of the 2018-2019 Administrative Assistants Salary Schedule, 48 weeks, effective September 24, 2018.

### **BOARD ADMINISTRATIVE SERVICES**

7. HFC Board of Trustees Scholarships – Board Report #4460 – President Kavalhuna

Moved to approve the recommendation of students listed to receive scholarships as presented in Board Report #4460.

8. Local Strategic Value Resolution – Board Report #4461 – Vice President Satkowski

Background Information: In order to receive funding under the local strategic value category, community colleges must confirm they meet four out of five of the best practices listed for each category. The wide range of educational programs and business and industry partnerships at Henry Ford College ensure that the best criteria practices are met.

Motion offered by Trustee Petlichkoff, supported by Chair Meade to approve the following resolution, as documented by Attachment A, passed with the following unanimous roll call vote attached: Ayes - Trustees Hammoud, Lane, Nasser, Petlichkoff, Thorpe and Chair Meade (6); Nays - None (0); and Absent - Trustee Berry (1).

**RESOLUTION:** Henry Ford College, through its duly authorized officers, certify that Henry Ford College has met four of five best practices in each category as required by Section 230 of PA 60 of 2015, the Education Omnibus Appropriations Act for fiscal year 2019.

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

### A. Acknowledgements of Correspondence

Trustee Lane stated that she has an issue with emails being bounced back to her when she sends communications to the College.

### B. Board Committee Reports

Report under IV. Discussion Item A.

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

Trustee Hammoud requests information on recruitment efforts within high schools, any outreach that we do such as acceptance letters, grant or scholarship offers, etc.

### D. Board Member Commentary

Trustee Lane thanked whoever was responsible for initiating recycling efforts at the College.

## **VII. FUTURE MEETING DATES**

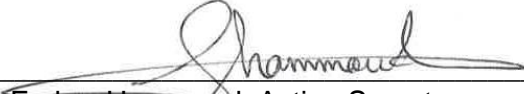
A. Monday, October 8, 2018, P-12, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room

B. Monday, October 15, 2018, HFC, Board of Trustees Audit Committee Meeting, 6:00 p.m., at the Administrative Services and Conference Center in the President's Conference Room

C. Monday, October 15, 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 8:23 p.m.



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Fadwa Hammoud, Acting Secretary