

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
JANUARY 22, 2019**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 22, 2019, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:02 p.m. by Chair Petlichkoff

ROLL CALL

On roll call, the following were present: Trustees Berry, Lane, McDonald, Meade, Thorpe and Chair Petlichkoff. Trustee Hammoud arrived at 8:16 p.m. There being a quorum, the meeting was declared in session.

IA. NEW BOARD MEMBER OATH OF OFFICE

Mary Lane, Roxanne McDonald and James Thorpe were sworn in as Board members of the Henry Ford College Board of Trustees.

Chair Petlichkoff explained that the seating for the Board of Trustees has changed due to the change in officers. For 2019, these are the appointments: Chair – Mary Petlichkoff; Vice Chair – Hussein Berry; Secretary – Fadwa Hammoud; Treasurer – James Thorpe; and Trustees Mary Lane, Roxanne McDonald and Michael Meade.

II. APPROVAL OF MINUTES

Resolution offered by Trustee Thorpe and supported by Trustee Lane to approve the minutes of the Board of Trustees Policy Committee meeting and the regular meeting on December 17, 2018. Minutes approved with a unanimous affirmative vote attached.

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Leon Ayers, read recognition and acknowledgement items. Leon is a member of the Hawks Basketball Team and a 2018 graduate of Troy High School where he earned numerous basketball honors including BCAM Best, Class A and the Detroit Free Press class A All-State Honorable Mention. Leon is a member of the Hawks Academic Team, having earned a 4.0 GPA last semester.

- HFC's Nursing program is proud to announce an 85 percent first-time pass rate on the NCLEX-RN exam for 2018. This exceeds the 80 percent standard set by the Accreditation Commission for Education in Nursing (ACEN). Congratulations to our students, faculty and staff for all their hard work.
- On Wednesday, January 23, the HFC Athletic department is hosting "Hunger Games" in conjunction with two basketball games that will take place: Lady Hawks vs. Wayne County Community College Lady Wildcats at 5:30 p.m. and Hawks vs.

Wildcats at 7:30 p.m. Athletics will be collecting donations of canned goods to support the Hawks Nest food pantry.

- On Saturday, January 12, the HFC wrestling team competed in the MCCA Wrestling Championships. Our team took third place overall and Dominic Mancina received All-MCCA Wrestling Honors.
- Henry Ford College has been chosen as the 2019 Michigan Works! Impact Award winner. HFC was nominated by SEMCA for the development of a pioneering, no-cost medical assistant apprenticeship program. The Impact Award recognizes significant economic accomplishments within our communities and showcases the impact of newly created jobs, transformational training and effective talent pipeline development.
- Maya Calloway-Richardson and Erin Yanke, Success Navigators at HFC, have been selected to present at the March 14 NACADA Conference. For their first presentation, "Silo is a Four-Letter Word: Surrender the Me for We", Ms. Calloway-Richardson and Ms. Yanke will pull from their own experience at the HFC Welcome Center. They will discuss how long-term commitment to weekly departmental training in Student Services led Henry Ford College staff to believe in the power and benefits of embracing collaborative mindsets by tapping into the skills and talent of others. The session will provide outlines, tools, and activities to help positively impact organizational climate and build strong teams.
- Ms. Calloway-Richardson and Ms. Yanke will give a second presentation at the NACADA conference on organizational self-care. Organizational self-care is a broad approach to fostering a healthy work environment with the ability to improve team collaboration, increase performance, and boost morale.

IV. PRESIDENT'S ITEMS

- President Kavalhuna informed the Board of Trustees that he and his wife, Courtney, will be honorary coaches at the basketball games this week against WCCCD.
- President Kavalhuna thanked the Board of Trustees for attending the Board retreat that was held this past Saturday during the worst snow storm of the season thus far. He also thanked his Cabinet members for attending and Jonathon Thompson from the HFC Food Service department for catering the meeting.
- Cash flow and general fund balance sheets for December were reviewed.
- President Kavalhuna presented Trustee Michael Meade with an honorary gavel and plaque for his service as Chair of the Board of Trustees for 2018.

V. SPECIAL REPORTS

A. 5-Year Capital Outlay Plan – Vice President Satkowski

Vice Presidents Satkowski, Glass and Nealon provided the Board of Trustees with an overview of the 5-year Capital Outlay process which is required and due to the State by November 30 each year. The process to apply for funding for a capital project (which is optional) was also reviewed specific to our request for funding the Technical Building which was approved this year.

VI. DISCUSSION ITEMS**A. FY2019 Mid-Year Budget Adjustment – Board Report #4479 – Vice President Satkowski**

Mid-year budget adjustments are required for the initial FY2019 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.

Total tuition and fee revenue is recommended to be decreased by \$2.2 million to reflect that enrollment for the fall and winter semesters are below what was budgeted, an improvement in bad debt write-offs of \$750,000 since collections have improved over the past two years, and a \$200,000 increase for investment earnings for a net revenue reduction of \$1.25 million. The budget was built with an assumption of a 2.0 percent decline in enrollment. However, fall enrollment was down by 5.4 percent and winter enrollment is projected to be down by approximately 5.1 percent.

Expenses have been reviewed and decreases for the various categories total \$875,000. The largest single item is a \$500,000 decrease in Adjunct Instruction due to lower than anticipated enrollment. Additionally, budgeted compensation was decreased by \$375,000 reflecting several open positions.

With the recommended adjustments, the initial net surplus of \$810,000 is adjusted to a revised surplus of \$435,000.

Vice President Satkowski introduced Bryan Bame, Budgeting Coordinator, who reviewed the information on where and why specific revenue and expenditure mid-year adjustments were made.

B. Naming Opportunity – Board Report #4480 – Vice President Best

The HFC Foundation received a significant gift on behalf of the College in support of the HFC Nursing program. The following information is being provided for Board approval pursuant to the HFC Board Policy regarding naming of Physical Property.

The Henry Ford College Foundation is recommending to the Henry Ford College Board of Trustees the naming of the School of Nursing Great Room in memory of Vivian Morton Foster. The recommendation to name the Great Room is based on a meaningful contribution to the College in memory of Vivian Morton Foster.

- Monetary amount: A significant six figure gift in support of student scholarships in the School of Nursing. The donor wishes to remain anonymous
- Reputation and character of the donor: Vivian Morton Foster, a Dearborn resident and retired nursing faculty member, died June 22, 2018 of cancer at Angela Hospice in Livonia, Michigan. In 1955, Ms. Foster became a diploma nurse at St. Luke's Hospital in Marquette, Michigan. She worked in Lapeer General Hospital until 1961 when she moved with her family to Livonia. In 1969, she earned her graduate degree in nursing at Wayne State University in Detroit after winning a government scholarship. Upon graduation, she went to work immediately at Henry Ford College where she taught nursing for more than two decades. Her wisdom and guidance were of great benefit

to many young women during her time at HFC, making her a favorite instructor amongst her students. While teaching Vivian saw the struggle many women with children had with school, family and finances. She retired from HFC in 1992.

- The purpose of the physical property: The property is the naming of the Great Room in the School of Nursing.
- Length of continuing monetary contributions: This gift has been paid-in-full to the Henry Ford College Foundation.
- Conflicts: No conflicts of interest.
- Prominence: The Great Room in the School of Nursing is an active community room for HFC nursing students.

VII. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion offered by Trustee Thorpe, supported by Trustee McDonald, to approve action items numbered one through eight 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.

BIDS AND CONTRACTS

1. Fitness Center Equipment and Flooring – Board Report #4481 – Vice President Satkowski

Moved to approve a contract award totaling \$55,612.38 to Fitness Things & All-Pro Exercise for Fitness Center Equipment and Flooring requested by the Fitness and Wellness department, in accordance with the specifications of Sealed Bid #19039.

2. Intel Core i7 Computer Systems – Board Report #4482 – Vice President Satkowski

Moved to approve a contract award to Access Interactive for \$47,644.00 for the purchase of (46) Intel Core i7 Computer Systems and related components requested by the Computer Information Systems department in accordance with the specifications of Sealed Bid #19828.

3. Cisco Routers and Interface Cards – Board Report #4483 – Vice President Satkowski

Moved to approve a contract award to Sentinel Technologies for \$32,284.00 for the purchase of (22) Cisco 4321 Integrated Services Routers and (25) Cisco 4400 Network Interface Cards requested by the Computer Information Systems department in accordance with the specifications of Sealed Bid #19830.

4. Hill-Rom Hospital Beds – Board Report #4484 – Vice President Satkowski

Moved to approve a contract award to Hill-Rom Company for \$64,493.00 for the purchase of (10) Hill-Rom 1000 Hospital Beds requested by the School of Health and Human Services in accordance with the specifications of Sealed Bid #19832.

5. Physics/Mechanics Lab Equipment – Board Report #4485 – Vice President Satkowski

Moved to approve a contract award to Pasco Scientific for \$30,769.00 for the purchase of (14) Pasco Scientific Mechanics 850 Systems requested by the Physics department, in accordance with Quote #QT109797 dated December 11, 2018.

6. Apple iMac Computers Systems – Board Report #4486 – Vice President Satkowski

Moved to approve a contract award to Apple, Inc. for \$37,179.80 for the purchase of (20) Apple iMac 21.5-inch Computers with Logic Pro X software requested by the Music department, in accordance with Proposal #2103571873 dated January 2, 2019.

HUMAN RESOURCES

7. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4487: Resignation A-6; Appointment B-6; Change in Classification C-6; Reappointment to Professional Staff D-6; and Salary Schedule Change of Status E-6.

BOARD ADMINISTRATIVE SERVICES

8. Financial Institution Designations and Practices Resolution – Board Report #4488 – Vice President Satkowski

Moved to approve the Financial Institution Designations and Practices Resolution – Board Report #4488 dated January 22, 2019.

VIII. BOARD OF TRUSTEES BUSINESS

- A. Acknowledgements of Correspondence

None

- B. Board Committee Reports
None

- C. Requests for Information and/or Future Agenda Items
None

- D. Board Member Commentary

Trustee Berry thanked everyone for all their cards, kind thoughts and support on the passing of his mother.

Trustee Hammoud apologized for being late. She added that she had a horrible drive from Lansing and encountered five accidents on her way to the College. This is her second week serving as Solicitor General for the State of Michigan. She is waiting on a legal opinion to see if it would be a conflict of interest to continue serving on the Board of Trustees due to her appointment. Trustee Hammoud added that regardless of the decision, she would continue to work on behalf of the citizens in her new role.

Trustee Thorpe extended an invitation to the HFC Big Band Bop and Pop concert this Saturday at the Ford Community Performing Arts Center. Proceeds will be used by the Dearborn Rotary Club to provide scholarships.

Trustee Petlichkoff asked if HFC participated in the Plymouth Ice Festival last weekend. President Kavalhuna responded that we did not.

Trustee McDonald thanked the community for entrusting her to serve on the Board of Trustees and she is looking forward to serving.

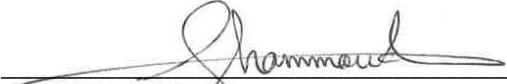
Trustee Berry announced that he just received a text from HFC Wrestling Coach, Grant Mackenzie, informing him that HFC wrestler Hunter Lajiness defeated an MSU wrestler in the 125 lbs. weight class at the Alma College Open.

IX. FUTURE MEETING DATES

- A. Monday, February 11, 2019, P-12, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, February 18, 2019, HFC Board of Trustees Policy Committee Meeting, 6:30 p.m., at the Administrative Services and Conference Center in the Cabinet's Conference Room.
- C. Monday, February 18, 2019, HFC Regular Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room.

X. ADJOURNMENT

Motion offered by Chair Petlichkoff and unanimously approved by those members present that the meeting be adjourned at 8:34 p.m.


Secretary, Fadwa Hammoud