

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
5101 Evergreen Road
Dearborn, Michigan 48128
(313) 845-9650**

**Administrative Services and Conference Center
Rosenau Board Room**

**October 21, 2019
7:00 p.m.**

I. CALL TO ORDER AND ROLL CALL

Hussein Berry	_____	Adel Mozip	_____
Mary Lane	_____	James Thorpe	_____
Roxanne McDonald	_____	Chair Mary Petlichkoff	_____
Michael Meade	_____		

II. APPROVAL OF MINUTES

A. Approval of Minutes for the Following Henry Ford College Board of Trustees Meetings

Policy Committee Special Meeting, September 16, 2019
Regular Meeting, September 16, 2019

Recommended action: Make any necessary corrections and move to approve these Minutes.

MOVED BY: _____ SUPPORTED BY: _____

III. RECOGNITION AND ACKNOWLEDGEMENTS

IV. PRESIDENT'S ITEMS

V. SPECIAL REPORTS

A. HFC Audit Presentation for Fiscal Year Ended June 30, 2019 – Dr. David Cunningham

B. Strategic Enrollment Management (SEM) – Board Report #4529 – Vice President Herbst

VI. DISCUSSION ITEMS

A. Capital Project Funding – President Kavalhuna

VII. ACTION ITEMS

A. Citizen Participation

Citizens wishing to address the Board on agenda and non-agenda items for action, who have submitted a blue card to the Secretary, may speak at this time. The Board may not be in a position to respond to non-agenda items; therefore, speakers should not anticipate an immediate response to their comments or questions. For the benefit of all concerned, do not mention the names of students or College employees. Please limit comments to three minutes.

B. Special Consideration of an Action Item

Secretary comments: *“Are there any action items on this agenda which Board members or the president wish to discuss and vote on separately? If there are, we will exclude these from the action below.”*

C. Action to Approve Action Items

Background information: At this time, the Secretary will call for a single action to approve all of the action items on this agenda with the exception of items excluded from this action by Board member request.

Recommended action: Move to approve action items, numbered 1 through 4, as recommended in this agenda, except for ____ (if necessary).

MOVED BY: _____ SUPPORTED BY: _____

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. Bucket Utility Truck, BEPD – Workforce Development, DTE Grant – Board Report #4530 – Vice President Satkowski

Recommended action: Move to approve a contract to Altec NUECO, LLC for \$47,900.00 for the purchase of one (1) 2009 International 4400 Bucket Utility Truck with an articulating two-person lift as requested by the Workforce and Professional Department, in accordance with the specifications of Sealed Bid #20485.

MOVED BY: _____ SUPPORTED BY: _____

HUMAN RESOURCES

2. Staff Recommendations – President Kavalhuna

Recommended action: Move to approve the following staff appointments:

Christian-Jacob Johnson, e-Instructional Designer, e-Learning, Step 4, effective TBD, 12 Months.

Nancy Knick, Enrollment Associate I – Concierge, Enrollment Services, Step 4, effective TBD, 12 Months.

Lara Laney, Records Associate II, Registration and Records, Step 2, effective 10/22/19, 12 Months.

Alex Seizew, Desktop Associate, Network and Infrastructure, Step 2, effective 10/22/19, 12 Months.

MOVED BY: _____ SUPPORTED BY: _____

3. Director, Institutional Research and Reporting – President Kavalhuna

Recommended motion: Move to approve the appointment of Richard Michalski to the position of Director, Institutional Research and Reporting, at Grade 2, Step 3, of the 2016-2021 Henry Ford Community College Administrators’ Association Salary Schedule, Local 71, 48 weeks, effective October 22, 2019.

MOVED BY: _____ SUPPORTED BY: _____

BOARD ADMINISTRATIVE SERVICES

4. Board of Trustees Policy Updates – Trustee McDonald

Background information: On September 16, 2019, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the Record Management and Retention policy.

Recommended action: Move to approve the Record Management and Retention policy.

MOVED BY: _____ SUPPORTED BY: _____

VIII. BOARD OF TRUSTEES BUSINESS

- A. Acknowledgements of Correspondence
- B. Board Committee Reports
- C. Requests for Information and/or Future Agenda Items
- D. Board Member Commentary

IX. FUTURE MEETING DATES

- A. Monday, November 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, November 18, 2019, HFC Board of Trustees Policy Committee Meeting, 6:00 p.m., at the Administrative Services and Conference Center in the Cabinet Conference Room.
- C. Monday, November 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

Note: Meetings of the Board of Trustees will end no later than 9:30 p.m. unless a majority of Board members votes to extend the meeting by fifteen (15) minutes.

Individuals who wish to attend the Board of Trustees Meeting and require special accommodations should contact the Office of the President at (313) 845-9650. Please provide two days advance notice.