

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
NOVEMBER 18, 2019**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, November 18, 2019, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:03 p.m. by Chair Petlichkoff.

ROLL CALL

On roll call, the following were present: Trustees Berry, Lane, McDonald, Meade, Mozip, and Chair Petlichkoff. Trustee Thorpe was absent. There being a quorum, the meeting was declared in session.

II. APPROVAL OF MINUTES

Resolution offered by Trustee McDonald and supported by Trustee Berry passed unanimously that the following Minutes be approved.

Audit Committee Special Meeting, October 21, 2019
Finance Committee Special Meeting, October 21, 2019
Policy Committee Special Meeting, October 21, 2019
Regular Meeting, October 21, 2019

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Hanadi Abdulaziz Almadani, read recognition and acknowledgment items. Hanadi's major is Pre-Nursing. She is currently the Vice President of the Arab Student Union, a member of the Yemen Student Association, a mentor for the Inside Track on campus, and also a mentor at Edsel Ford High School for students who are preparing for college.

- Congratulations to Salam Jumjum. Salam was the recipient of the Zeal Credit Union Nursing Educational Award presented at the October 2019 Michigan Nursing Summit.
- The HFC Paramedic program received a three-year approval from the state of Michigan Trauma Bureau inspection with no citations. Congratulations to Program Director, Shannon Bruley and her team for all their hard work.
- Congratulations to Dr. Brian Kirchner, Geology Faculty member, on being awarded Michigan Science Center's volunteer of the month for December 2019.
- Congratulations to students from the Paramedic, Nursing and Pre-education programs. The students participated in HFC's Trunk or Treat, hosted by the Support Staff Association (SSA) on October 26. The team's ambulance took third place for the best "trunk".

- Congratulations to three HFC volleyball players who recently earned Michigan Community College Athletic Association Eastern Conference Honors. All three Lady Hawks were named Second Team All-Conference. The honorees are Sophomore, Halee Dorn; Sophomore, Olivia Grantham; and Freshman Monique Sampson.

IV. **PRESIDENT'S ITEMS**

- President Kavalhuna stated he was happy to have Vice President Nealon back to work.
- President Kavalhuna recognized Betsy Cohn and Vice President Gonko for their hard work on the HLC assurance document. The HLC peer review team stated that the document was one of the best (if not the best) they have seen.
- President Kavalhuna thanked faculty, staff and students for their time and effort in organizing and implementing the following events: Turkey Trot which benefits both the Black Male and QUEENS focus group and the Hawks Nest food pantry; Super Saturday, an enrollment open house; Veterans Day pizza luncheon; and the Trunk or Treat event which provides a safe environment for children. These events are examples of the level of commitment our College has to the community.
- President Kavalhuna introduced Garth Kevin Dewey who provided information on various upcoming concerts. Mr. Dewey also distributed the 2019-2020 Music Concert Calendar, a listing of autumn choral concerts and a President's Collage Concert CD to all Trustees.
- Reviewed the Cash Forecast as of November 13, 2019.
- Reviewed the General Fund Report Summary worksheet as of October 31, 2019.

V. **DISCUSSION ITEMS**

- A. Fall 2019 Proposed Technology Investment Fund Projects – Board Report #4531 – Vice President Satkowski

Listed below is a summary for projects recommended for funding by the Technology Investment Committee (TIC).

Project Director Division/Department	Nature of Request	Approved Funding
Nick Kussy School of Business, Entrepreneurship and Professional Development	Purchase of the following equipment to replace outdated equipment in lab E-120: 12 Fluke Digital Multimeters 12 RSR 3MHZ Sweep Function Generators 12 Siglent Benchtop Oscilloscopes 12 DC Power Supplies	\$8,748.00
Glenn Wisniewski Trade and Apprentice School of Business, Entrepreneurship and Professional Development	Purchase of 13 PB - 507 electric/electronic training lab units, housed in room E-240, to support the Trade and Apprentice program	\$10,956.01

Peter Kim TCM/Journalism Mirror News School of Liberal Arts	Create a 21st Center Newsroom/Collaborative Learning Environment by purchasing and installing monitors and support equipment and a mobile media scape in room M-117 and interior office	\$24,089.99
Wendie Lee-Jenkins Counseling	Upgrade computers, laptops, monitors and printers in the Counseling area	\$23,776.00
	Total Funds Requested	\$67,570.00

The Technology Investment Committee held an open meeting on October 4, 2019 to hear presentations from divisions/departments requesting funds. The committee recommended these proposals for funding. The projects have also been reviewed by College administration which offers its support. The total value of these TIF projects which the committee is recommending is \$67,570. There remains approximately \$520,000 in the TIF account after these projects are approved.

Vice President Satkowski introduced Robert James, Chair of the Technology Investment Committee, who provided a brief background on the need for funding for each of the projects. Discussion on how to garner more applications for funding ensued.

VI. **ACTION ITEMS**

A. Citizen Participation

Lynn Boza, speaking as a concerned citizen, spoke on the navigator position appointments.

B. Special Consideration of an Action Item

Item 5 pulled by Trustee Mozip.

C. Action to Approve Action Items

Motion offered by Trustee Berry, supported by Trustee Mozip to approve action items 1 through 4 passed unanimously.

D. At this time, the Secretary will return to any agenda items which Board members asked to discuss and vote on separately.

Discussion included clarification that reserves are being used, however, not to the extent that the reserves would drop to a level that is not recommended by the College financial auditors or should an unanticipated financial consequence arise. Trustee Lane recommends that the College look for an option to pay back the bonds earlier than due, if funds are available

BIDS AND CONTRACTS

1. Cisco Catalyst Switches – Board Report #4521 – Vice President Satkowski

Moved to approve a contract to Sentinel Technologies, Inc. for \$214,582.10 for the purchase of Cisco Catalyst Switches and associated components requested by IT Services in accordance with the specifications of Sealed Bid #20537.

HUMAN RESOURCES

2. Staff Recommendations – President Kavalhuna

Moved to approve the following staff appointments:

Samir Atris, Student Success Navigator, Academic Advising, Step 4, effective 11/19/19, 12 Months.

Dellonda Bryant, Accounting Associate, Student Accounts, Step 4, effective 11/19/19, 12 Months.

Ryszard (Richard) Cieslak, Mechanical Instructor, School of Business, Entrepreneurship and Professional Development, LMA, Step 8, effective 1/8/20, 10 Months.

Melissa Daniel, Accounting Associate, Student Accounts, Step 4, effective 12/1/19, 12 Months.

Justin Emery, Facilities Associate (Part-Time), Facility Services, Step 1, effective 11/19/19, 12 Months.

Charles Jackson, Student Success Navigator, Academic Advising, Step 4, effective 11/19/19, 12 Months.

Beth Michels, Student Success Navigator, Academic Advising, Step 4, effective 11/19/19, 12 Months.

Janel Mills, Reference and Instruction Librarian, Library and Academic Services, MA, Step 8, effective 1/8/20, 10 Months.

Emmanuel Serda, Desktop Support Associate, Network and Infrastructure, Step 2, effective 12/2/19, 12 Months.

Bridget Smith-Botos, Student Success Navigator, Academic Advising, Step 4, effective 11/19/19, 12 Months.

Michelle Williams, Facilities Associate (Part-Time), Facility Services, Step 1, effective 11/19/19, 12 Months.

President Kavalhuna acknowledged the following staff members who were present at the meeting: Navigators: Samir Atris, Troy Gibson, Charles Jackson, Beth Michels, Chari Milai, Bridget Smith-Botos, Kierra Wilson, and Anwar Beydoun, Student Affairs Manager, Student Conduct and Compliance.

Trustee Mozip stated that the move to hire full-time navigators is a great step that will contribute to student success and a better student experience as students will have consistency when meeting with the navigators.

3. Student Affairs Manager, Student Conduct and Compliance – President Kavalhuna

Moved to approve the appointment of Anwar Beydoun to the position of Student Affairs Manager, Student Conduct and Compliance, at Grade 8, Step 3, of the 2016-

2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 12/2/19.

4. Web Content and Designer, Web and Application Services – President Kavalhuna

Moved to approve the appointment of Eric Wilson to the position of Web Content and Designer, 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 12/2/19.

BOARD ADMINISTRATIVE SERVICES

5. Capital Project Funding – President Kavalhuna

Background information: At the October 21, 2019 regular Board of Trustees meeting, discussion ensued on three options available for funding two major projects at the College; renovation of the tech building and the Integrated Energy Master Plan (IEMP). The funding required for both projects is \$15.2M during FY2021, FY2022 and FY2023.

Trustee Mozip stated that discussion at the October meeting included using reserves for funding and not just bond issuance. Trustee Mozip stated he feels this is a huge lump sum to borrow and the College should borrow as little as possible. He also added that the College should be looking at other innovative ways for funding.

Motion offered by Trustee Berry, supported by Trustee Lane, with the following roll call vote attached: Ayes: Trustees Berry, Lane, McDonald, Meade, and Chair Petlichkoff (5), Nays: Trustee Mozip (1), Absent: Trustee Thorpe (1) approved the College issue of private bonds for \$15.2 million paid back over 13 years. The bonds could be paid back as savings from the IEMP are realized. This option should be considered because it would preserve College reserves while retiring the debt with the energy savings from the project. This option would be the issuance of a bond issue which would not involve a tax levy.

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Trustee McDonald reported that the Policy Committee has met several times on policies that relate to students with TPS status. The committee has reviewed policies from other institutions, have taken into account Trustee Lane's concerns, and will align the policies with DACA regulations and recommend that tuition for students who have TPS status will be charged the out-of-district rate. Trustee Lane clarified that she asked that students with TPS status who live in Dearborn be considered in-district students. President Kavalhuna stated that the two options, either out-of-district or in-district rates

for TPS students were sent to the Board of Trustees for their review prior to this meeting. Chair Petlichkoff asked the Trustees to review the two options for a recommendation at the December board meeting. Trustee McDonald added that the Policy Committee is working on revising/updating the bylaws by sections. Since the sections overlap, the committee will bring the bylaws to the Board for approval when all the bylaws have been reviewed.

Trustee Lane reported that the Finance Committee met with Peter Garforth, Garforth International, Susan Johnson, Butzel Long, Vice President Satkowski and President Kavalhuna on the Integrated Energy Master Plan. They reviewed the draft contract, timeline of the project and funding for the project. Any risks on the project are reduced due to the performance guarantees in the contract. There will be a \$400,000 savings due to deferred maintenance (roofs, infrastructure, etc.). This project has proven to be very successful at Owens Community College. Curriculum will be developed to run concurrently with the project for both two- and four-year degree or certificate programs in the energy field. Once the contract has been finalized, it will be sent to the Board for their review. Once the contract is signed, funding for the project will commence after nine months.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Trustee Mozip thanked the Arab Student Union for inviting him to speak to their group. He also thanked whoever is responsible for the HFC student activities Instagram postings. They are doing a great job. He mentioned that Tiki Barber, former NY Giant running back, will host a speaker broadcast on campus on November 21 from 4:00-5:30 p.m. in the Berry Amphitheater. He added that Mr. Barber is an excellent speaker and that this would be a worthwhile event to attend. The DPS Stout Theater Company will put on a production of Law and Order Fairy Tale Unit on December 5 and 6. Tickets are \$5 for students and \$10 for general admission.

Trustee Lane had an opportunity to visit the Chicago Architectural Center Cities of the Future exhibit. She added that HFC is boldly marching into this area with the IEMP project. She also thanked Stuart Vining and the Student Environmental Committee for all their efforts, especially with the window bird strikes. She is pleased to read their page on the HFC website.

VIII. FUTURE MEETING DATES

- A. Monday, December 9, 2019, P-12 Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, December 16, 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, December 16, 2019, HFC Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room.

IX. ADJOURNMENT

Motion offered by Chair Petlichkoff and unanimously approved by those members present that the meeting be adjourned at 8:54 p.m.

A handwritten signature in cursive script, appearing to read "J. Thorpe", is written above a horizontal line.

James Thorpe, Secretary