

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
APRIL 15, 2019**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, April 15, 2019, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:05 p.m. by Chair Petlichkoff.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee Berry and supported by Trustee Lane was approved with a unanimous roll call vote attached with corrections (italicized) as follows:

- Regular Board of Trustees Meeting, March 18, 2019: President's Items, fifth bullet point, *PTA Founder's Day* event and during the roll call vote for action items 8 and 9, the number of Aye votes was 6.
- Closed Session, March 18
- Special Board of Trustees Meeting, April 4, 2019: Following language added: *Trustee McDonald was in favor of following the MASB guidelines in filling the vacant position as suggested by Chair Petlichkoff.*

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Tammy Rodrigues-Batista, read recognition and acknowledgement items. Ms. Rodrigues-Batista is an F-1 international student from Brazil. She graduated from E.E Primo Ferreira High School in 2013. Her major is Architecture/Construction Technology.

- On Saturday, April 6, the Black Male & QUEENS Focus Group hosted the Inaugural Black Male Retention and Success Conference. Attendees included 186 participants, and 11 college/university admissions representatives and educational consulting firms representing 5 states. The event included 15 plenary sessions and a panel discussion about moving forward in the creating of a statewide initiative, to be housed at Henry Ford College, designed to increase black male retention.
- Congratulations to Andrew Campbell, Academic Advisor; Jamie Paffenroth EA III, Assessment; and Kelsea Solo EA IV on completing their master's degrees in Student Affairs Administration.
- On April 7, the Career Services Office teamed up with JC Penney in Fairlane Mall to offer a special Suit-Up Day event. Over 130 students, faculty and staff attended the event.
- The School of Health and Human Services applied for, and was awarded, the Nurse Professional Fund Grant for Approved Nursing Education Programs in the amount of

- \$12,000. The money will be used to purchase items for the simulation laboratory.
- HFC's African American Association sponsored a student vs. staff basketball game. The event was held as a food drive in support of HFC's Hawks Nest. Many pounds of food were donated and over \$200 was raised. The HFC student basketball players walked away as the champs.
 - HFC's student run newspaper, the *Mirror News*, received 24 awards at the 2019 Michigan Community College Press Association conference. Among the awards:
 - *The Mirror News* won best overall design and third place in overall excellence.
 - Creative Editor, Justin Randles won runner-up for "Journalist of the Year".
 - The following Mirror News students won summer fellowships at the University of Michigan – Ann Arbor: Madison Fetterman, Olivia Grantham, Justin Randles, Carrie Welch, Elyas Perry, and Rose Albayat.
 - Elyas Perry and Justin Randles won the Vote411.org Get Out the Vote video contest.
 - Joshua Tufts, photo-journalist for the *Mirror News*, was hired by the *News Herald* as a photographer.
 - Online Editor Jessica D'Alfonso was recruited to work for Mayor O'Reilly's office writing PR this semester. She interned at the *Detroit Metro Times* and has been recruited to freelance for the *Press and Guide* and the *News Herald* thanks to work she did on the *Mirror News*. She will be attending U of M- Ann Arbor in the fall.

IV. **PRESIDENT'S ITEMS**

- The daily cash flow and general fund balance worksheets for the month of March 2019 were reviewed.
- President Kavalhuna acknowledged former Vice President of Administration, Dr. Cynthia Glass, who left the College for a position in New York. Dr. Glass served the institution with distinction in various positions for over eight years. He added that she was instrumental in helping him understand the various aspects of Campus Safety apparatus and with the authorization process allowing evaluation of our campus security, and in instituting a labor coalition for the hiring process. He wished her well in her new position.
- President Kavalhuna stated that he is proud to work with new Trustee Adel Mozip and knows him to be a passionate advocate for what he believes in.
- President Kavalhuna informed the Board that Governor Whitmer will provide a congratulatory videotaped message for HFC graduates at our commencement ceremonies on May 4.
- President Kavalhuna distributed a draft copy of the legal RFP that was developed by Fred Steiner, Vice President Satkowski, and Amy Clark, our legal counsel, for review by the Finance Committee.
- President Kavalhuna attended the dedication of the Vivian Foster Room in the School of Nursing building on the east campus. The naming of the room was in honor of a substantial gift garnered through the efforts of Vice President Best and his team.

V. **SPECIAL REPORTS**

- A. Inaugural Black Male Retention and Success Conference – Board Report #4502 –Vice President Nealon

On Saturday April 6, 2019, under the leadership of Dr. Calvin DaRonne Harvell, the Black Male & QUEENS Focus Group hosted the Inaugural Black Male Retention and Success Conference. Unofficially, there were 186 participants, 11 college and/or university admissions representatives and educational consulting firms, representing 6 states. Among the guests in attendance were Elders Dr. Henry J. Bowers and Baba Calvin L. Harvell, Board Trustee Hussein Berry, Vice President Dr. Michael Nealon, Local 1650 Faculty Union President John McDonald, and U.S. Attorney Matthew Schneider. Dr. Akil Houston, associate professor of Cultural and Media Studies in the Department of African American Studies at Ohio University served as the luncheon Keynote Speaker. Alumni of the Black Male Focus Group (Ohio University) traveled to Henry Ford College to support the current members of the group. There were 15 plenary sessions, and a meeting of the minds (final panel session) that discussed steps moving forward in the creation of a statewide initiative, to be housed at Henry Ford College, designed to increase Black Male Retention. Inquiries already have begun regarding next year's conference

Vice President Nealon introduced Dr. Calvin Harvell who provided background information on the group and information on the various institutions, both educational and industry, students and community leaders who attended this event. Dr. Harvell also thanked many HFC faculty members, administrators, staff, former and present focus group members, and family members for all their support in making this conference a success. Dr Harvell presented the Board with a certificate of appreciation for their support and Trustee Berry with a certificate of appreciation for attending the event.

VI. DISCUSSION ITEMS

- A. FY2020 Proposed General Fund Budget – Board Report #4503 – Vice President Satkowski

This discussion item will be on the May 20, 2019 Board meeting agenda.

- B. Board of Trustees Policy Updates – Trustee McDonald

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. In addition, a word change in the College Mission statement is also being reviewed and recommended for approval. Policies ready for review and approval are:

Flag Flying Policy
Tuition, Fees and Refund Policy

Policy Committee Chair McDonald reported that the Tuition, Fees and Refund policy was revised to mirror the change to the Residency Policy approved in March. The change was mandated by the State relative to in-state tuition rates for veterans. The committee has recommended that the Flag Flying policy will stay at the committee level until further information is gathered. The Mission statement was revised by replacing the word tolerance with inclusion. Mission statement was read by Trustee McDonald as follows: Henry Ford College transforms lives and builds better futures by providing

outstanding education. As a student-centered, evidence-based college, our success is measured by the success of our students. We empower learners through the development of independent, critical and creative thinking, and we foster diversity, **inclusion**, understanding, and acceptance to prepare learners to succeed in a global society. We anticipate and respond to the needs of our stakeholders, exceed their expectations and serve the public good.

VII. ACTION ITEMS

- A. Citizen Participation (information below is taken directly from blue cards submitted by speakers)

Suzanne Hasmanis spoke on ASL corruption.

Steve Hasmanis spoke on ASL issues.

- B. Special Consideration of an Action Item

None

- C. Action to Approve Action Items

Motion offered by Trustee Lane, supported by Trustee Berry, to approve action items numbered 1 through 8 as recommended in this agenda was approved.

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

None

BIDS AND CONTRACTS

1. Automotive Replacement Engines and Components – Board Report #4504 – Vice President Satkowski

Moved to approve a contract to Jegs High Performance for \$46,647.92 for the purchase of Automotive Replacement Engines and Components requested by the Automotive Technology department in accordance with the specifications of Sealed Bid #20140.

2. Snap-on Automotive Tools – Board Report #4505 – Vice President Satkowski

Moved to approve a contract award to Snap-on Industrial for \$94,442.81 for the purchase of automotive tools and equipment in accordance with Quote #CRM-001-319340315 dated March 1, 2019.

3. Upgrade HVAC Controls – Technology Building, Temperature Controls – Board Report #4506 – Vice President Satkowski

Moved to approve a contract award to Johnson Controls, Inc. for \$41,500.00 for the HVAC Controls Upgrade project requested by Facilities Services in accordance with the Johnson Controls Proposal dated March 12, 2019.

4. Upgrade HVAC Controls – Technology Building, Electrical Work – Board Report #4507 – Vice President Satkowski

Moved to approve a contract award to R. Simon Electric for \$25,000.00 to provide the electrical equipment, supplies and services needed for HVAC Controls Upgrade project requested by Facilities Services in accordance with the R. Simon Electric Quotation dated March 1, 2019.

5. WinPRISM Cloud-Based Software License – Board Report #4508 – Vice President Satkowski

Moved to approve a contract award to PrismRBS, LLC in the amount of \$35,950 per year for a five-year license to a WinPRISM software and hardware package and a contract in the amount of \$11,923 for one-time implementation services, in accordance with the PrismRBS Software License Agreement dated February 19, 2019.

Trustee Mozip asked if any student information would be compromised by the move to the cloud. Trustee Lane asked the same question and included staff as well. She also asked if the contract indemnifies the College if a breach of information occurs. Dave Cunningham clarified that the information stored is bookstore inventory transactions only, not personal information. Vice President Satkowski will look at the contract to confirm indemnity language.

HUMAN RESOURCES

6. Staff Recommendations – President Kavalhuna

Moved to approve staff recommendations as presented in Board Report #4509: Resignation A-9; Retirement B-9; Leave of Absence C-9; and Change of Classification D-9.

7. Associate Dean, School of Science, Technology, Engineering, and Mathematics – President Kavalhuna.

Moved to approve the appointment of Gillian John to the position of Associate Dean, School of Science, Technology, Engineering, and Mathematics, at Grade 1, Step 13, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective July 1, 2019.

8. Manager, Facility Services – President Kavalhuna

Moved to approve the appointment of Sheri Flaniken to the position of Manager, Facility Services, at Grade 9, Step 1, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective April 16, 2019.

VIII. BOARD OF TRUSTEES BUSINESS**A. Acknowledgements of Correspondence**

Chair Petlichkoff stated that the only correspondence was an email from Suzanne Hasmanis.

B. Board Committee Reports

Trustee McDonald reported under Discussion Item 2.

President's Evaluation Committee Chair Meade informed the Board that the President's Performance Appraisal form is included in their packet this evening. He requested that the form be completed and sent to Trustee Berry by April 30. The committee will meet again on May 8 to tally the results. A closed session, per the president's request, will be held on May 20 after the regular Board meeting to discuss the results with President Kavalhuna.

C. Requests for Information and/or Future Agenda Items

Trustee Berry asked if there was a better way to provide feedback to job applicants. Several community members have mentioned that they apply for positions, receive emails that indicate their resumes look like a match, and never hear from HR after that point.

Chair Petlichkoff will send updated Board committee assignments to Trustees within a day or two.

D. Board Member Commentary

Trustee McDonald officially welcomed Trustee Mozip to the Board and looks forward to working with him.

Chair Petlichkoff offered the following advice to Trustee Mozip: Board members, individually, have no authority, Board members as a group have all the authority. She cautioned him to be careful when speaking in public as he represents the whole Board.

Trustee Lane reminded everyone that April 22 is Earth Day and we should celebrate by doing something sustainable.

Trustee Lane along with several other Board Trustees and Superintendent Maleyko participated in interviews by *Bridge Magazine* on collegiate academies. She added that she heard were glowing comments on the College and how it interfaces with P-12. Chair Petlichkoff also heard great praise for the students who sat in on the interviews the relationship they have with the College. She added that the P-14 model that we are exhibiting can really work

Trustee Thorpe offered his congratulations to all the upcoming graduates who will be participating in commencements. He added that we will be looking forward to great things from them and hope they don't forget that HFC was part of their educational journey.

Trustee Mozip thanked the Board of Trustees for entrusting him with the honor to serve on the Board. He is very excited and looks forward to working with everyone on ensuring that our students are successful. He took several courses at the College and was very pleased with the faculty and staff.

Chair Petlichkoff thanked all the great individuals who applied for the vacant seat in participating in the process.

IX. FUTURE MEETING DATES

- A. Monday, May 13, 2019, P-12, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, May 20, 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 8:46 p.m.

James Thorpe, Secretary