

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
MAY 20, 2019**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, May 20, 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, Mozip, Thorpe and Chair Petlichkoff. There being a quorum, the meeting was declared in session. Trustee Meade arrived at 7:10 p.m.

II. APPROVAL OF MINUTES

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

President's Evaluation Committee, April 15, 2019
Policy Committee, April 15, 2019
Special Organizational Meeting, April 15, 2019
Regular Meeting, April 15, 2019
President's Evaluation Committee, May 8, 2019
Special Meeting, May 9, 2019

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Dominic Stankiewicz, read recognition and acknowledgement items. Dominic is an alumnus of Divine Child High School and will be graduating from HFC this August with an Associate of Arts degree majoring in telecommunications. Dominic is also a contributing writer with The Mirror News, and two years ago, spearheaded the formation of the HFC Roller Hockey Club where he has played both goalie and forward positions.

- On April 15, Career Services held the annual Nursing Career Fair at the east campus. The event included over thirty employers/schools and over 190 third and fourth semester nursing students.
- The fourth annual Engineering Competition was held at HFC on Saturday, April 13. Sixty-nine students on seventeen teams presented their projects to a panel of eleven volunteer judges. The judges included three instructors in STEM, four engineers from Ford Motor Company, and other friends of HFC. Students in ENGR 130 worked in a team environment to find a solution for a real-world problem, and then built a prototype to support their ideas.

- First place winners: Team 1 - Cool Fountain: James Hardwick and Nadia Bokhari; Team 2 - VQ (Dual-enrolled students): Wardah Alrayyashi, Nada Daher, Ayah Abuelenain, and Bayan Yehya.
- Second place winners: Team 1 - Reel Weight: Abaydoun Baydoun, Muhammad Al-Salamy, Oscar Villarreal, and Caitlyn Macuga; Team 2 - Water Dispenser: Ricardo Ordonez, Alek Gralowski, and Carlos Garcia Santacruz.

All project reports from the competition will be published in the Journal of Innovative Ideas in Engineering and Technology.

- The Dearborn Historic Home group invited HFC ART 265 Illustration students, taught by Victoria Shepherd, to hold an in-class competition to create a new design for the 2019 Annual Dearborn Historic Home Tour which takes place in December. The bridge from the historic group is HFC faculty member, and proud Ford homeowner, David Tillman. After review, the group awarded the following students for their submissions: First place, Megan Bovee; Second place, Justine Brozek; and Third place, Jessica Chairez. The winning illustrations will be used around Dearborn on posters and booklets to advertise the 2019 annual Dearborn Historic Home Tour. In addition to each winner receiving a monetary award, they will receive tickets for the tour.
- On May 2, thirty-five HFC National Society of Leadership and Success (NSLS) members were inducted at the 2019 ceremony. The NSLS is an honors society that focuses on leadership development.

Dominic introduced Rochelle Taylor, HFC Athletic Director, who provided an update on HFC athletics.

- The softball team finished sixth in the Conference. Post-season honors were awarded to the following Hawks:
 - Freshman Katelyn Sadowski, Second Team All-Conference and All-Freshman Team
 - Freshman Kennedy Cornette, Honorable Mention All-Conference
 - Freshman Abbe Begley, Honorable Mention All-Conference
 - Freshman Lindsey Simons, Honorable Mention All-Conference
 - Freshman Moya Jones, Honorable Mention All-Conference
- The baseball team finished fifth in the Conference. Post-season honors were awarded to the following Hawks:
 - Freshman Duane Henderson, Honorable Mention All-Conference
 - Freshman Marcial Gomez, Honorable Mention All-Conference
 - Freshman Tyler Timmes, Honorable Mention All-Conference
- Congratulations to golfers:
 - Freshman Matt Kosiba and sophomore Juwuan Banks qualified to compete at the NJCAA Region 12 Golf Championship, which was held May 12-13 at Bedford Valley Golf Club in Battle Creek.
 - Congratulations and welcome back to golfer Alana Jones. Alana presented the Board announcements several months ago and indicated her goal for the season was to advance to the NJCAA Women's Golf Championship in Daytona Beach, Florida. Alana met her goal, competing in a field of 127 golfers from Division I, II and III institutions nationwide. Alana recorded scores of 84, 83 and

90 to finish 38th in the competition and seventh amongst players competing as individuals.

- First-year head coach Trevor Monaco for a job well done. Trevor is a graduate of HFC and former member of our golf team.
- The Roller Hockey Club competed in the National Collegiate Roller Hockey Association National Championship, April 12-14 in Rochester, NY. The Hawks advanced to the championship game, losing to St. Louis Community College 6-2. Last year, the team made it to the championship's final four. We are very proud of the club's accomplishments in just two years. Members of the Roller Hockey Club are:
 - Luke DeMascio
 - Griffin Young
 - Mike Gasior, National Tournament Honorable Mention
 - Chris Greco, National Tournament Third Team. Chris was second in the Junior College Division for assists this season.
 - Josh Dyl, National Tournament Second Team
 - Eric Holgate, National Tournament Second Team. Eric led the Junior College Division in goals this season.
 - Matt Callahan, freshman goalie, who also received National Tournament Second Team honors
 - Team Captain Dominic Stankiewicz was named to the National Tournament First Team. He also received the 2019 Outstanding Dedication and Contribution to Collegiate Roller Hockey Award and led the Junior College Division in assists this season.
 - Head Coach Rick Fenwick and Assistant Coach Joe Gallo.
- The following student-athletes are recognized as NJCAA All-Academic Second Team which recognizes students with at least 24 credit hours and a grade point average of 3.80 to 3.99:
 - Abbe Begley, softball
 - Halee Dorn, volleyball
 - Olivia Grantham, volleyball
- The following student-athletes are recognized as NJCAA All-Academic Third Team which recognizes students with at least 24 credit hours and a grade point average of 3.60 to 3.79:
 - Antoine Hill, wrestling
 - Ryan Lentz, baseball

Trustee Lane acknowledged Zack Polsen who came up with a solution to stop the many bird strikes on the Science building windows.

IV. PRESIDENT'S ITEMS

- President Kavalhuna reviewed the documents the Trustees received related to the Board presentations being presented that evening.
- President Kavalhuna offered condolences on behalf of the College to Trustee Lane whose mother passed away.

- The Request for Proposal (RFP) for recycling services was sent out. Proposals will be reviewed, and a meeting with the proposal bidders will then take place. The proposal will then be brought to the Board of Trustees for approval.
- The RFP for outside legal counsel was sent out last week. The recommendation for firm selection should be ready for the August Board of Trustees meeting.

V. SPECIAL REPORTS

A. Strategic Enrollment Management (SEM) – Board Report #4510 – Vice Presidents Herbst and Nealon

Established in January of 2019, the Strategic Enrollment Management (SEM) Team represents a different, innovative approach to enrollment management at Henry Ford College. Previously the College employed an Enrollment Management Team that included a few members of the academic areas but primarily focused on recruitment and enrollment within the admissions office. In contrast, SEM offers a comprehensive, integrated approach that considers all factors that influence enrollment, from recruitment to completion. Looking broadly at the range of factors allows this team to coherently guide initiatives while avoiding duplicate and conflicting work. Moreover, the team is focused on determining the optimal enrollment point for the college and a plan for sustaining that enrollment despite cyclical changes in the economy and other influences on enrollment numbers. As the roster below shows, the team draws from expertise across campus and encourages further engagement of the entire campus through Sub-Team initiatives.

Transparency and communication are key to inspiring participation and creativity from all parts of campus. The Team has designed a portal page that allows faculty and staff to review meeting minutes and submit enrollment-related recommendations directly to the co-chairs of the Core Team.

As SEM Team members and other staff and faculty members communicate their ideas, Sub-Teams are formed to operationalize those ideas. These represent short-term, initiative-driven teams that invite other interested parties to participate and determine how to enhance one or more areas of enrollment. The current sub-teams include: Focus on 45 Credits, Adult Student Population, Displaced Students from Other Institutions, and the newest one, Latino/Latina Students. Most of these teams are made of additional staff and faculty members, but others, particularly the newest one, engage students and community members to provide the core team with actions to be taken. United under the core SEM Team, these sub-teams share information and coordinate communications for a coherent approach to a variety of initiatives.

Although SEM is designed to bring long-term stability to enrollment, the Team has already begun to reap some short-term gains. For example, in a project that began before the SEM team started meeting formally, the Academic and Student Services areas met and devised a plan to automatically award certificates including a new Michigan Transfer Agreement (MTA) certificate, which was subsequently pulled into the SEM team activities. That initiative awarded nearly 2000 certificates. Additionally, the SEM Team has tentatively planned a Transfer Day fair, scheduled for June 26 from 2:00-6:00pm. Admissions intends to invite 200 prospective students with a goal of serving at least 50 potential enrollees. Finally, the SEM Team is assisting with a

reassessment of the Seven Steps of Enrollment by providing data and recommendations from the Adult Student Population sub-team; the goal is to create enrollment instructions that are segmented by population.

In the next academic year, the SEM Team will unveil its formal SEM Plan with three community forums in September as well as a printed draft on the portal page. That document will provide the College with clear direction to complete the directives in the Strategic Plan for the College. The Team intends to increase the fall to fall retention rate to 60% and to increase completion to 15% within the next two years.

SEM Core Team Members

Co-Chairs:

Jennifer Ernst, Dean of the School of Liberal Arts

Holly Diamond, Executive Director of Enrollment Services and Registrar

Members:

Lynn Boza, Counseling and AFO President

Rama Chidambaram, Instructor of Math

Chardin Claybourne, Coordinator of the Learning Lab and Tutoring Services

Kevin Culler, Executive Director of Financial Aid

Rhonda DeLong, Director of Marketing and Communications

Paul Fisher, Instructor of Economics and Chair of the Faculty Senate

Eric Gackenbach, Instructor of Culinary Arts

Lori Gonko, Interim Vice President of Institutional Research, Planning and Accreditation

Diane Green, Counseling

B. Integrated Energy Master Plan (IEMP) Update – Board Report #4511– Vice President Satkowski

The College administration issued a Request for Proposals (RFP) to select the best qualified Energy Performance Contracting partner to implement the College's Integrated Energy Master Plan (IEMP). The IEMP was developed between January 2017 and April 2018 by a multi-disciplinary team from the College and consultants from Garforth International, LLC. The College seeks to implement the IEMP under a single-source Energy Performance-Based Contract. For the purposes of this RFP, "Performance-Based Contract" means a contract that provides all the improvements and upgrades as outlined in the IEMP and associated services in which the program costs are guaranteed by the performance-based contractor to be less than the program benefits attributable to the equipment and services under the contract for the term of the agreement.

This RFP solicited proposals from qualified companies that have the experience, capability, and track record to design, install, maintain, monitor and support the arrangement for financing for a performance-based contracting program that is consistent with the IEMP. The selected performance-based contractor must provide a comprehensive program which includes all the following:

1. validation of the IEMP energy assessments of Henry Ford College current and future infrastructure;
2. design and installation of efficient equipment and systems;
3. training of relevant personnel in the operation and maintenance of installed systems;

4. training of staff, faculty and students on energy education and awareness;
5. monitoring of energy related costs and systems;
6. selecting necessary Strategic Implementation Network partners (SIN Partners) in support of IEMP measures;
7. support of IEMP academic and community engagement goals;
8. support for financing for the project; and
9. a written financial guarantee that total program costs shall be one hundred percent (100%) covered by the project financial benefits which will include, but not be limited to, utility savings, capital improvement funds, deferred maintenance funds, operating cost reductions and expected returns on incremental investment achieved through this program.

The responses to RFP 19732 appear below.

Company Name	Submitted Notice of Intent	Attended Bidders' Conference	Submitted Proposal
Ameresco	Yes	Yes	No
Energy Systems Group	No	No	No
ENGIE Services U.S.	Yes	Yes	No
Honeywell International	Yes	No	No
Johnson Controls	Yes	Yes	Yes
NORESCO	Yes	Yes	No
Schneider Electric	No	No	No
Siemens Industry	Yes	Yes	Yes

The HFC selection committee, consisting of three consultants from Garforth International and five employees from the College, evaluated and graded the written proposals from Johnson Controls and Siemens Industry. Out of a possible total of 150 points, Johnson Controls averaged 120 and Siemens Industry averaged 112. In addition, both firms made onsite, post-proposal presentations which allowed committee members to gain greater insight and clarity about the companies and their approach to the project. After the proposal reviews and presentations, the selection committee met to discuss their evaluations of the two firms. The HFC selection committee unanimously recommends Johnson Controls, Inc. as the preferred Energy Performance Contracting partner.

At this point, the College administration will discuss "performance-based contract" measures with Johnson Controls, Inc., come to an agreement on the terms and conditions of the formal contract, and then present the contract and the logistics in a recommendation to the Board of Trustees at a future meeting.

VI. DISCUSSION ITEMS

Listed below is a summary of projects recommended for funding by the Technology Investment Committee.

Project Director Department/School	Nature of Request	Amount
James Blair Electrical Technology	Purchase 12 Siemens Simatic S7-1200 workstations and software to upgrade E-236. These workstations are fully	\$111,330

School of Business, Entrepreneurship, and Professional Development	assembled systems used for program testing and line troubleshooting. Current software is ten years old, and the Siemens Company has updated software and trainers. (Note: six trainers and software licenses were purchased with Perkins funds this school year.)	
James Blair, Mark Siedlik, and James Anderson Electrical Technology School of Business, Entrepreneurship, and Professional Development	Purchase 11 Altec three-phase transformer bank simulators to upgrade E-230. These simulators combine a physical wiring environment with computer simulation to teach transformer banking to lineworkers. While most houses receive electricity from a single transformer, larger facilities use three-phase power, which requires banking multiple transformers. Lineworkers must have specialized training to build and maintain transformer banks on the power grid.	\$58,773
James Blair and Mark Siedlik Electrical Technology School of Business, Entrepreneurship, and Professional Development	Purchase 23 computers (replacement computers), two data projectors, two visualizers, and 18 software licenses. These computers will replace eight- and 14-year-old computers that are used to design and simulate circuits using Multisim software before students go into the lab for practical work.	\$51,141
Kelly Baratono and Nikole Ford-Kondraciuk Enrollment Services Student Affairs	Purchase 26 computers (replacements) for Orientation Lab. These computers will replace seven-year-old computers that are used for orientation sessions teaching students how to explore HFC information and resources, register for classes, print schedules, request transcripts, study for course placement, log into Hawkmail accounts, and explore student activities.	\$22,750
Rhonda DeLong, Cassandra Fluker, and Donald Dille Public Relations	Purchase digital boards for HFC campus. This project will replace and upgrade campus indoor digital display boards and supporting technology providing improved functionality, customization, flexibility, access, and visibility. The current system is outdated, difficult to maintain, static, fragile and has been in place for 11 years. A centrally managed system will provide direct-to-student benefits,	\$151,032

	reduce technology obsolescence, reduce downtime for digital displays, and provide live emergency alerts and other notifications posted in real time.	
TOTAL		\$395,026

The Technology Investment Committee held an open meeting on Friday, April 5, and Thursday, April 26, to review proposals submitted for funding. The committee recommends these projects be approved for funding. Vice President Satkowski reports that the current TIF fund balance is \$548,917.

VII. ACTION ITEMS

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

None

- B. Special Consideration of an Action Item

Items 3 and 4 pulled for discussion and item 6 for a roll call vote.

- C. Action to Approve Action Items

Motion offered by Trustee Lane supported by Trustee Berry passed unanimously to approve action items numbered 1, 2 through 5 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. 2019 Chevrolet Bolt – Board Report #4513 – Vice President Satkowski

Moved to approve a contract award to George Matick Chevrolet for \$38,397.00 for the purchase of one 2019 Chevrolet Bolt EV FWD Premier, Stock #VT3284, requested by the Automotive Technology department in accordance with the specifications of Sealed Bid #20153-R1.

HUMAN RESOURCES

2. Staff Recommendations – Board Report #4514 – President Kavalhuna

Moved to approve staff recommendations as presented in Board Report #4514: Resignation A-10; Retirement B-10; Appointment C-10; Salary Schedule Change of Status D-10; Change in Classification E-10; and Achievement of Tenure F-10.

BOARD ADMINISTRATIVE SERVICES

3. Fall 2019 Tuition Increase – President Kavalhuna

Background information: A Special Board of Trustees meeting was held on May 9, 2019 to provide information on a proposed increase in tuition for in-district, out-of-district, and out-of-state/international students.

Trustee Lane voiced her concern over the request for a tuition increase along with education, higher education, and health care costs are becoming unaffordable. She added that in the business sector, giving pay increases when business is “down” would not be an option. Hiring twenty faculty members to fulfill contractual obligations would be unsustainable. The College is worth saving and employees should share in the sacrifice to keep costs contained. Trustee Lane requested that President Kavalhuna provide the Board of Trustees with a report, in six months, on cost saving measures initiated along with a long-term plan on how to deal with this issue instead of having to increase tuition. All the Trustees said they agreed with Trustee Lane’s comments and asked President Kavalhuna to continue to be fiscally responsible. Trustee Berry added that he has always been proud that we have the lowest tuition and should not raise it because all the other colleges are doing so. Trustee McDonald asked that the College do a better job in providing students with information on how to obtain scholarships. Trustee Mozip, as the newest Trustee, thanked the Board of Trustees for their advice on the tuition issue. He added that he hopes the tuition increase will provide for an improved student experience and an increase in funding for marketing of the College.

Motion offered by Trustee Thorpe supported by Trustee Mozip passed unanimously to approve the following tuition schedule for the Fall 2019 semester: In-District \$101.50; Out-of-District \$177; and Out-of-State/ International \$257.

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

Motion offered by Trustee Thorpe supported by Trustee McDonald passed unanimously to approve the FY2020 Proposed General Fund Budget, Board Report #4503 (with the tuition increase) as presented by Vice President Satkowski at the meeting.

5. Board of Trustees Policy Updates – Trustee McDonald

Background information: On April 15, 2019, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the Tuition, Fees and Refund policy due to modifications recently made to the Department of Veterans Affairs Expiring Authorities Act of 2018 amending Title 38 U.S.C. 3679, Public Law 115-251. In addition, a word change (replacing tolerance with inclusion) to the College Mission Statement is also being recommended for approval.

Moved to approve the changes to the Tuition, Fees and Refund policy and the word change in the College Mission Statement.

6. Calling for a Closed Session – Chair Petlichkoff

Motion offered by Trustee McDonald supported by Trustee Meade to approve the Board of Trustees enter a closed session, as requested by the president, at the

business conclusion of the Board of Trustees regular meeting to discuss the president's evaluation pursuant to Michigan Open Meetings Act MCL 15.268(a) was passed with the following unanimous roll call vote attached: Ayes – Trustees Lane, McDonald, Meade, Mozip, Thorpe and Chair Petlichkoff (6); Nays – None (0); Absent – Trustee Berry (1).

Enter closed session: 9:45 p.m.

Closed session ended: 10:30 p.m.

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Chair Petlichkoff reported that the President's Evaluation Committee met and have rated President Kavalhuna as highly effective in his first year as president of Henry Ford College.

C. Requests for Information and/or Future Agenda Items

Trustee Lane, as requested in action item 3 above.

D. Board Member Commentary

Trustee Mozip had previously asked President Kavalhuna about the possibility of having an HFC soccer team as part of our athletic program. However, with the current financial situation, he feels it is not the right time to ask for funding. He added that a Soccer Club like the HFC Roller Hockey Club might be an option for the students.

IX. FUTURE MEETING DATES

A. Monday, June 10, 2019, P-12, Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

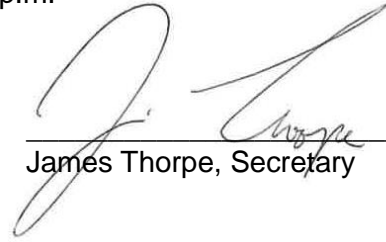
B. Monday, June 17, 2019, HFC Board of Trustees Audit Committee Meeting, 6:30 p.m., at the Administrative Services and Conference Center in the Cabinet Conference Room.

C. Monday, June 17, 2019, HFC Regular Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room.

D. Monday, June 24, 2019, P-12 Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

X. ADJOURNMENT

Motion offered by Chair Petlichkoff and unanimously approved by those members present that the meeting be adjourned at 10:31 p.m.



James Thorpe, Secretary