

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
JUNE 17, 2019**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, June 17, 2019, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:04 p.m. by Chair Petlichkoff.

ROLL CALL

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

II. APPROVAL OF MINUTES

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

Regular Meeting, May 20, 2019
Closed Session, May 20, 2019

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Mychel-Anne Perry, read recognition and acknowledgment items. Mychel-Anne graduated from Cornerstone Health and Technology High School in June 2018 and started attending Henry Ford College in the fall of that year. She is pursuing an Associates in General Studies and plans to transfer to the University of Michigan Dearborn to pursue a degree in Cyber Security and minor in Criminology with a concentration in Digital Forensics.

- Congratulations to the following students who were recognized at the regional meeting of Phi Theta Kappa Honor Society in May. The Michigan region is composed of 28 chapters in Michigan plus one in Wisconsin.
 - Holly Pizzini: Susan Friedrich Memorial Scholarship (a scholarship for students continuing at a two-year school) which she will use towards her Nursing program degree.
 - Elissar Isfahani: Won second place in the Visual Arts competition for the chapter yearbook she constructed, largely from her own photographs.
 - Nour Rahal: Honorable Mention in the Most Distinguished Officer Regional competition.
 - Kahrah Noel: Named Most Distinguished Chapter Member in the region.
- The HFC Nursing program received notification from the Accreditation Committee for Education in Nursing (ACEN) that the Board of Commissioners has granted continued

accreditation through 2024. Congratulations to the nursing faculty and staff for their hard work on accreditation.

- Congratulations to Janice Gilliland, Dean of the School of Science, Technology, Engineering and Mathematics (STEM). Dean Gilliland was named as a “Crain’s Notable Women in STEM” 2019 honoree which was announced in the May 27 edition of Crain’s Detroit Business.
- Congratulations to HFC students Kawthar Harb and Hadi Yassine who received scholarship awards from the Greenfield Village Herb Association.

IV. PRESIDENT’S ITEMS

- President Kavalhuna reviewed the daily cash flow and general fund balance worksheets for the month of May 2019.
- President Kavalhuna provided status updates on several (recycling, legal services and Technology building expansion design plans) requests for proposals (RFP).
- President Kavalhuna thanked Trustee Thorpe for his generous donation of tickets to College employees for the Taste of Dearborn event scheduled for Wednesday, June 19. Trustee Thorpe added that this event is a great opportunity to sample the many dining establishments in Dearborn and his way of saying thank you to the College employees for their hard work.
- President Kavalhuna gave the keynote address at the Advanced Technology Academy graduation ceremony last Friday. During the event, he was honored to present high school diplomas to eight HFC Early College students who had already received their associate degrees at the HFC commencement ceremonies on May 6. These students received both their high school diploma and associate degree in five years and were revered as high achievers.
- President Kavalhuna congratulated Janice Gilliland, Dean of the School of Science, Technology, Engineering and Math (STEM) for being named one of Crain’s Notable Women in STEM. He added that she is both a great leader and role model for students.
- President Kavalhuna read the resolution presented to him by the Eastern Michigan Board of Regents congratulating Henry Ford College on its 80th year anniversary.
- President Kavalhuna was very pleased with the visit earlier in the day from Lt. Governor Gilchrist. There were many local and state legislators in attendance along with the Board of Trustees. Employers in attendance spoke of the valuable education our College provides their workforce.

V. ACTION ITEMS

A. Citizen Participation

Samraa Luqman, representing community members and HFC students, addressed the Board about religious accommodations at HFC.

B. Special Consideration of an Action Item

Item 6 was pulled for discussion.

C. Action to Approve Action Items

Motion offered by Trustee Meade supported by Trustee Berry passed unanimously to approve action items 1 through 5.

- 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. eThink Moodle Learning Management System - Renewal – Board Report #4515 – Vice President Satkowski

Moved to approve a contract renewal with eThink Education, LLC for a five-year agreement totaling \$674,820 for the hosting and support of a Moodle learning management system.

Trustee Mozip asked if this system provides a secure environment for student data and if it would have been more cost effective to contract with a firm for a lesser amount and a shorter term, by bidding out the cost of the system. Vice President Satkowski responded that there are no issues with security of data with this company and renewal of the contract provides a cost savings of approximately \$500,000. In addition, if the College was to switch to another provider, migration and conversion time could last 15-18 months.

2. Blanket Purchase Order Approval, Fiscal Year 2020 – Board Report #4516 – Vice President Satkowski

Moved to approve the Blanket Purchase Order Lists attached to Board Report #4516 for fiscal Year 2020, in accordance with Board Policy Guidelines.

HUMAN RESOURCES

3. Staff Recommendations – President Kavalhuna

Moved to approve staff recommendations as presented in Board Report #4517: Resignation A-11; Retirement B-11; Leave of Absence C-11; Layoff – Administrative D-11; and Salary Schedule Change of Status E-11.

4. Exempt Personnel Positions – President Kavalhuna

Background information: Several positions at Henry Ford College are non-union, exempt positions (Cabinet, Deans, Human Resources staff, and administrative assistants) and require renewal by the Board of Trustees. We are recommending that the positions for all non-union, exempt employees be extended for one year, to June 30, 2020.

Moved that the positions of all non-union, exempt staff personnel be extended for one year to July 1, 2020.

BOARD ADMINISTRATIVE SERVICES

5. Winter 2019 Technology Investment Fund (TIF) Proposed Projects – Vice President Satkowski

Moved to approve the Winter 2019 Technology Investment Fund (TIF) Proposed Project as presented in Board Report #4512 at the May 20, 2019, Board of Trustees meeting.

6. Certification of Appointments 2019-2020 MCCA Board of Directors – Chair Petlichkoff

Background information: The MCCA requires each member college to certify, each year in July, its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the college and one member of the college's governing board. Each college board is also required to designate an alternate governing board member.

Motion offered by Trustee Meade supported by Trustee Berry passed unanimously to approve the designation of the following as representatives to the MCCA Board of Directors for 2019-2020:

Michael Meade – Trustee Director
Roxanne McDonald – Alternate Trustee Director
Russell A. Kavalhuna – President

VI. BOARD OF TRUSTEES BUSINESS

- A. Acknowledgements of Correspondence

None

- B. Board Committee Reports

Trustee Berry reported that the Audit Committee met with Dana Coomes from the College's auditing firm, Plante Moran, prior to the Board meeting for a pre-audit discussion. The audit should be completed and ready to present to the Board at the October regular meeting. Trustee Lane added that if any staff members see any indication of fraudulent behavior, they should contact the auditing firm directly.

- C. Requests for Information and/or Future Agenda Items

None

- D. Board Member Commentary

Trustee Meade congratulated Chris Buczynski, Diane Eberts and Roxanne Lopetrone on their retirement.

Trustee Lane commented that marketing billboards do not have the College name prominently displayed. Rhonda DeLong explained that this is due to an error in sizing that could not be corrected due to timing. Ms. DeLong added that this will be corrected with the next flight of billboards. Trustee Mozip added that radio ads do not provide any direction for students or mention the College website.

Trustee Thorpe stated in the update the Michigan Community College Association on the budget process the house is recommending a one percent increase in college funding and are also recommending a tuition freeze at 3.2%. He commended President Kavalhuna for his foresight in bringing the tuition issue to the Board last month, even though Board does not favor raising tuition, as this freeze will not allow the College to “catch up” with tuition in future years.

Trustee Mozip thanked the College for highlighting student success during Lt. Governor Gilchrist’s visit. He commended Trustees Berry, McDonald and Vice President Nealon for attending the AAYSP event where two students were awarded scholarships to Henry Ford College. Trustee Mozip also asked the Board to take the concerns mentioned during the citizen commentary portion of the agenda into consideration. Trustee Mozip thanked President Kavalhuna for meeting with former students who left the College to listen to the reasons for leaving the College and their recommendations. He added that he hopes the president will also take the comments presented during the citizen participation portion of the Board meeting into consideration as well.

Trustee Lane mentioned bird strikes on campus building windows continue to be a problem. She asked the campus community to continue to look for ways to help in resolving this issue.

VII. FUTURE MEETING DATES

- A. 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.
- B. Monday, August 12, 2019, HFC Regular Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room.
- C. Monday, August 19, 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 7:58 p.m.

James Thorpe, Secretary