

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
AUGUST 12, 2019**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, August 12, 2019, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:06 p.m. by Chair Petlichkoff.

**ROLL CALL**

On roll call, the following were present: Trustees Berry, Lane (phone), 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 Meade passed unanimously that the following Minutes be approved:

Audit Committee Special Meeting, June 17, 2019  
Regular Meeting, June 17, 2019

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

HFC student, Jaydaa El Rouby, read recognition and acknowledgment items. Ms. El Rouby is an Egyptian student, who studied in a private language school in Egypt and graduated from Law school at Alexandria University. Ms. El Rouby is currently studying business administration at Henry Ford College and started taking classes in January 2019.

- Congratulations to Keith Binion, Program Director for the Pharmacy Technician and Pre-Pharmacy programs at HFC. Mr. Binion was elected to the position of President-Elect for the national Pharmacy Technician Educators Council (PTEC) for the 2019-2020 academic year. He will serve as the president of this committee for the 2020-2021 academic year.
- The HFC Paramedic program has partnered with Superior Ambulance Service of Michigan to provide paramedic education to 20 students. This partnership provides students with free tuition via their employer.
- The Pharmacy Technician program is now officially recognized by the Pharmacy Technician Certification Board (PTCB). This means that HFC graduates may be eligible for Certified Compounded Sterile Preparation Technician (CSPT) certification after only one year of full-time sterile compounding experience, rather than the three years required for candidates who were not trained by a recognized program.

- The Children and Families program received notification of initial accreditation from the National Association for the Education of Young Children (NAEYC). Congratulations to Marlene White and her team for their hard work.
- Congratulations to HFC alum John Schreiber, who pitched for the Hawks during the 2012-2013 and 2013-2014 seasons. John was called up to the majors for the first time on August 8, 2019. John was drafted by the Detroit Tigers in the 15th round in 2016 and has been playing with the Toledo Mud Hens since that time. He made his pitching debut on Friday, August 9 at Comerica Park.

#### IV. **PRESIDENT'S ITEMS**

- President Kavalhuna reviewed the Cash Forecast as of August 6, 2019.
- After President Kavalhuna reviewed the General Fund Report Summary worksheet as of June 31, 2019, Trustee Lane asked for an enrollment update. President Kavalhuna provided an overview of the Enrollment Report he receives daily from the Registrar. This report compares credit hours and headcount to the exact date the previous fiscal year. We were down 1.9% at one point, however, after the first deregistration, we were down 15%. We have since moved back up to 5.19%. Discussion on the importance of the deregistration process, ways to better communicate to students that they will be deregistered and their options to avoid this happening ensued.
- President Kavalhuna provided two informational documents on recycling efforts at the College. He informed the Board of Trustees that recycling contractors cannot guarantee that refuse picked up from the College will not end up in landfills. His Cabinet is evaluating whether it would be worth the cost of contracting recycling services when items will be placed in a landfill anyway.
- President Kavalhuna congratulated Dr. Susan Shunkwiler who was honored for completing her leadership training at the MCCA Summer Institute in July. Dr. Lori Gonko will be participating in the leadership program this year.
- President Kavalhuna informed the Trustees that he was very proud of the outcomes and the team-nature at the August 5 and 6 Cabinet Retreat.

#### V. **ACTION ITEMS**

##### A. Citizen Participation

None

##### B. Special Consideration of an Action Item

None

##### C. Action to Approve Action Items

Motion offered by Trustee Meade supported by Trustee Berry to approve action items 1 through 8 passed unanimously.

##### 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. Lenovo IdeaPad Laptops – Board Report #4518 – Vice President Satkowski

Moved to approve a contract to SDF Professional Computers for \$24,489.00 for the purchase of thirty-six (36) Lenovo 15.6” IdeaPad L340-15IWL Laptop Computers and accessories requested by the Automotive Technology department in accordance with the specifications of Sealed Bid #20319.

2. Siemens Industrial Automation Simulator Systems – Board Report #4519 – Vice President Satkowski

Moved to approve a contract award totaling \$111,330.00 to Electro-Matic Products, Inc. for twelve (12) Siemens S7-1200 Simulator Systems and two (2) Siemens Software Trainer Packages requested by the Electrical Technology department, in accordance with Quotation #1677567 dated March 26, 2019.

3. Load-Trainer II Transformer Simulators – Board Report #4520 – Vice President Satkowski

Moved to approve a contract award totaling \$58,773.00 to Utility Solutions, Inc. for eleven (11) Load Trainer II Simulators with hardcase requested by the Electrical Technology department, in accordance with Quotation #113002 dated March 25, 2019.

4. Blanket Purchase Order Approvals, Additional Orders – Board Report #4521 – Vice President Satkowski

Moved to approve a new blanket purchase order to Michigan Interpreting Services in the amount of \$60,000 for sign language interpreting services and an increase in blanket purchase order #B0007451 to Sentinel Technologies in the amount of \$48,372 for advisory services that include IT security risk assessment and development of related IT policies

5. 2019-2020 Fiscal Year Marketing Media Buys – Board Report #4522 – Vice President Satkowski

Trustee Mozip asked if these media buys are different than what has been done in the past. President Kavalhuna responded that Rhonda DeLong is not at the Board meeting to answer his question. He added that he thinks that the strategy has not changed, however, we are making inroads in social media. Trustees seemed to agree that digital/social media would be more effective. Trustee Mozip added that he hopes that digital marketing is being done in-house rather than through a third-party consultant so that data on marketing will be reliable.

Moved to approve contract awards to: Digital First Media/AdTaxi in the amount of \$51,650; Meltwater Media in the amount of \$9,500; Interact Communications in the

amount of \$75,000; Pandora Radio in the amount of \$143,750; Entercom in the amount of \$216,550; Comcast in the amount of \$150,000; Outfront Media in the amount of \$136,275; Beasley Media Group in the amount of \$48,750; and iHeart Radio in the amount of \$60,000 for the purchase of marketing media buys in fiscal year 2019-2020. The remaining buys will be made using the HFC purchasing and accounts payable system.

## **HUMAN RESOURCES**

### 6. Staff Recommendations – President Kavalhuna

Moved to approve staff recommendations as presented in Board Report #4523: Resignation A-1; Leave of Absence B-1; and Appointment C-1.

### 7. Web Content and Design, Information Technology Services – President Kavalhuna

Moved to approve the appointment of Brandi Jackson to the position of Web Content and Design, Information Technology Services, at Grade 8, Step 8, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective August 13, 2019.

### 8. Purchasing Coordinator, Financial Services – President Kavalhuna

Moved to approve the appointment of Daniel Murray to the position of Purchasing Coordinator, Financial Services, at Grade 5, Step 6, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective August 19, 2019.

## **VI. BOARD OF TRUSTEES BUSINESS**

### A. Acknowledgements of Correspondence

Chair Petlichkoff received a letter from John McDonald, president of AFT Local 1650 which voiced criticisms and insights regarding the June 17, 2019 Board meeting.

Chair Petlichkoff received a letter from Mr. McDonald requesting that a facility be named for a specific individual. Chair Petlichkoff gave this letter to President Kavalhuna so that he can facilitate the request through the proper channels.

Trustee Berry received two letters from a gentleman who thought that the meeting tonight was a DPS meeting. He will forward the letters to Chair Petlichkoff and Superintendent Maleyko.

Trustee Thorpe received a note from Jill Sestok thanking him for his donation of tickets to the College employees for the Taste of Dearborn event.

### B. Board Committee Reports

Trustee McDonald reported on the Policy Committee meeting held prior to the Board meeting. The committee reviewed the Institutional Review Board policy which is in

place is to safeguard student safety during research projects on campus. This type of policy is in effect in many colleges and universities. The committee is also working on revising the bylaw format. After this process is complete, the committee will then begin actual bylaw reviews. The committee also discussed the procedure for filling vacated board seats. Trustee McDonald added that a study session will be held on this topic. The Flag policy was brought back to the committee who then directed our legal counsel to look at the possibility of an additional flagpole on campus for use by groups or for events. Trustee McDonald added that all the flagpoles currently on campus should be dedicated for national, state and College banner use only.

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

Chair Petlichkoff informed the Board of Trustees that there is a policy (0166 Bylaws/HFC Meetings/Agendas) in place for both the DPS and the College on how trustees should request information from the District or the College. After discussion, Chair Petlichkoff clarified that the policy is for items that require time-consuming efforts on behalf of employees that would take them away from their essential duties.

Chair Petlichkoff will send an Evaluation of Board Effectiveness form to all trustees for them to do a self-evaluation.

#### D. Board Member Commentary

Trustee McDonald is looking forward to the Scholarship Luncheon tomorrow. She added that the Foundation has done an outstanding job on scholarships. She specifically thanked Stacy Bazman for streamlining the scholarship process which makes it easier for students to apply.

Trustee Mozip thanked Drs. Herbst and Nealon and Trustee McDonald for attending the Yemeni Scholarship dinner. He added that half of the scholarships awarded were for the College. He also thanked President Kavalhuna for attending the Royalty Banquet Hall Grand Opening. He also thanked President Kavalhuna for the Eid Mubarak email message sent to the College community.

### **VII. FUTURE MEETING DATES**

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

### **VIII. ADJOURNMENT**

Motion offered by Chair Petlichkoff and unanimously approved by those members present that the meeting be adjourned at 8:15 p.m.

---

James Thorpe, Secretary