

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
5101 Evergreen Road  
Dearborn, Michigan 48128  
(313) 845-9650**

**Administrative Services and Conference Center  
Rosenau Board Room**

**September 16, 2019  
7:00 p.m.**

**I. CALL TO ORDER AND ROLL CALL**

Hussein Berry	_____	Adel Mozip	_____
Mary Lane	_____	James Thorpe	_____
Roxanne McDonald	_____	Chair Mary Petlichkoff	_____
Michael Meade	_____		

**II. APPROVAL OF MINUTES**

A. Approval of Minutes for the Following Henry Ford College Board of Trustees Meetings

Policy Committee Special Meeting, August 12, 2019  
Regular Meeting, August 12, 2019

Recommended action: Make any necessary corrections and move to approve these Minutes.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

**IV. PRESIDENT'S ITEMS**

**V. SPECIAL REPORTS**

A. Henry Ford College Early/Middle College Trade School Program– Board Report #4524 – Vice President Best

**VI. DISCUSSION ITEMS**

A. HFC Board of Trustees Scholarships – Board Report #4525 – Vice President Best

B. Local Strategic Value Resolution – Board Report #4526 – Vice Presidents Nealon and Satkowski

C. 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 and bylaws. This office is also preparing new policies and bylaws as dictated by changes in local, state and federal guidelines. The following policies are ready for review:

Record Management and Retention  
Residency Requirements\*  
Tuition, Fees and Refunds\*

\*Adding language for “Temporary Protected Status”

VII. **ACTION ITEMS**

A. Citizen Participation

*Citizens wishing to address the Board on agenda and non-agenda items for action, who have submitted a blue card to the Secretary, may speak at this time. The Board may not be in a position to respond to non-agenda items; therefore, speakers should not anticipate an immediate response to their comments or questions. For the benefit of all concerned, do not mention the names of students or College employees. Please limit comments to three minutes.*

B. Special Consideration of an Action Item

Secretary comments: *“Are there any action items on this agenda which Board members or the president wish to discuss and vote on separately? If there are, we will exclude these from the action below.”*

C. Action to Approve Action Items

Background information: At this time, the Secretary will call for a single action to approve all of the action items on this agenda with the exception of items excluded from this action by Board member request.

Recommended action: Move to approve action items, numbered 1 through 9, as recommended in this agenda, except for \_\_\_\_ (if necessary).

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

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. Change Order Request: Liberal Arts Elevator Modernization Project – Board Report #4527 – Vice President Satkowski

Recommended action: Move to approve a contract change order to KONE, Inc. in the amount of \$44,341.24 for the additional work required to upgrade two elevator interiors in the Liberal Arts Elevator Modernization project requested by Facilities Services, in accordance with KONE Change Order #1 dated August 1, 2019.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

## **HUMAN RESOURCES**

### 2. Staff Recommendations – President Kavalhuna

Recommended action: Move to approve staff recommendations as presented in Board Report #4528: Resignation A-2; Appointment B-2; Change in Classification C-2; and Salary Schedule Change of Status D-2.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

### 3. Web Software Developer, Web and Application Systems – President Kavalhuna

Recommended action: Move to approve the appointment of Jon Bean to the position of Web Software Developer, Web and Application Systems, at Grade 8, Step 11, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective September 17, 2019.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

### 4. Database Administrator, Web and Application Systems – President Kavalhuna

Recommended action: Move to approve the appointment of Alfred Olson to the position of Database Administrator, Data and Voice Communications, at Grade 8, Step 15, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective September 17, 2019.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

### 5. Assistant Director of Financial Aid Systems, Compliance and Reporting, Financial Aid – President Kavalhuna

Recommended action: Move to approve the appointment of Adrian Robson to the position of Assistant Director of Financial Aid Systems, Compliance and Reporting, Financial Aid, at Grade 3, Step 3, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective October 21, 2019.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

### 6. Assistant Manager/Textbook Buyer, College Store – President Kavalhuna

Recommended action: Move to approve the appointment of Mary Shearer to the position of Assistant Manager/Textbook Buyer, College Store, at Grade 9, Step 6, of

the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective September 17, 2019.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

**BOARD ADMINISTRATIVE SERVICES**

7. Board of Trustees Policy Updates – Trustee McDonald

Background information: On August 12, 2019, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the Institutional Review Board (IRB) policy.

Recommended action: Move to approve the changes to the Institutional Review Board (IRB) Policy.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

8. HFC Board of Trustees Scholarships – President Kavalhuna

Recommended action: Move to approve the recommendation of students listed to receive scholarships as presented in Board Report #4525.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

9. Local Strategic Value Resolution – Board Report #4526 – Vice President Satkowski

Background information: In order to receive funding under the local strategic value category, community colleges must confirm they meet four out of five of the best practices listed for each category. The wide range of educational programs and business and industry partnerships at Henry Ford College ensure that the best criteria practices are met.

Recommended action: Move to approve the following resolution as documented by Attachment A:

**RESOLUTION:** Henry Ford College, through its duly authorized officers, certify that Henry Ford College has met four of five best practices in each category as required by Section 230 of PA 60 of 2015, the Education Omnibus Appropriations Act for fiscal year 2020.

MOVED BY: \_\_\_\_\_ SUPPORTED BY: \_\_\_\_\_

**VIII. BOARD OF TRUSTEES BUSINESS**

- A. Acknowledgements of Correspondence
- B. Board Committee Reports
- C. Requests for Information and/or Future Agenda Items

D. Board Member Commentary

**IX. FUTURE MEETING DATES**

- A. Monday, October 14, 2019, P-12 Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, October 21, 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, October 21, 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**

Note: Meetings of the Board of Trustees will end no later than 9:30 p.m. unless a majority of Board members votes to extend the meeting by fifteen (15) minutes.

*Individuals who wish to attend the Board of Trustees Meeting and require special accommodations should contact the Office of the President at (313) 845-9650. Please provide two days advance notice.*