

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
SEPTEMBER 16, 2019**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, September 16, 2019, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:12 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 Meade passed unanimously that the following Minutes be approved:

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

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

HFC student, Behar Alhalemi, read recognition and acknowledgment items. Ms. Alhalemi is entering her second year at HFC and is studying biology. She carries a 3.3 GPA and is a member of the Phi Theta Kappa Honor Society and president of the Arab Student Association. She also works in the Welcome Center as a student ambassador.

- Congratulations to Chef Jablonski on his nomination as Pastry Chef of the Year for the Michigan Chef de Cuisine Association. Awards will be presented on September 30.
- Congratulations to HFC Wrestling Coach, Grant Mackenzie. After an intensive training period at the United States Olympic Center, Grant earned his Silver Certification in Coaching.
- Congratulations to Dr. Calvin Harvell on being selected to attend the CBMA Third Annual Rumble Young Man, Rumble! Detroit. This is a preeminent gathering of cross-sector leaders in the Black male achievement field and movement. The Rumbles are designed to ensure that Detroit's hometown leaders get the connection, commitment, conditioning and collaboration needed to make sure that Detroit's Black men and boys thrive and flourish.
- The Respiratory Therapist (RT) program was awarded the Distinguished Registered Respiratory Therapist Credentialing Success Award by the Commission on Accreditation for Respiratory Care. This award recognizes accredited RT programs across the nation that have met or exceeded all established program outcome thresholds and have more than 90 percent of their graduates earning the RRT

credential.

- The School of BEPD was awarded four grants from the city of Detroit: Detroit Employment Solutions Corporation (DESC) for Adult Education in Automotive Technology, Robotics, and Culinary Arts; Goodwill Industries of Greater Detroit and General Motors for Adult Education in Automotive Technology; and the City of Detroit Employment Solutions Corporation (DESC). The grant awards represent \$962,187 to the College, serving 311 students.
- Welcome Back Days started today and runs through Saturday, September 21. This week-long event is to introduce students to the many programs and services available at HFC. Activities planned include HFC chorus performances, a club fair, stage shows, a photo booth, making tie-dye t-shirts and more. Student support representatives will be in attendance to distribute literature and answer questions. All these activities are intended to make our students feel welcomed and valued at Henry Ford College.

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

- Reviewed the Cash Forecast as of September 11, 2019.
- Reviewed the General Fund Report Summary worksheet as of August 31, 2019.
- The president spoke on the passing of HFC employee, Randall Eiermann. Randall worked in IT and was one of the first employees the president met during his first few days at HFC. Randall was a smart, loyal and hard-working employee who always had a smile on his face. He will be greatly missed. The president requested a moment of silence in memory of Randall.
- Updated the Board of Trustees on the Financial Literacy Forum hosted by State Treasurer, Rachel Eubanks, held on campus earlier in the day. The president thanked Vice President Nealon for a great job both as a communicator and facilitator at the event.
- President Kavalhuna will have Vice President Gonko join him during small group meetings with trustees within the next few weeks in order to provide them an overview of what to expect during the HLC visit.
- Lori Gonko has been named Vice President of Research, Planning and Accreditation and Amy Clark has been named Legal Counsel/Vice President of Legal Services. They both provide support of the College with integrity and dignity. The president, Cabinet members and collective bargaining unit leaders are all in support of the title changes.
- Information on mandatory transfers requested by Trustee Mozip will be provided to all trustees within the next couple of weeks.
- President Kavalhuna explained that changes made to Board Report #4528 prior to the meeting are due to his request of the Policy Committee to evaluate what information is required legally on this type of action item rather than what has been done historically. He would prefer to keep unnecessary information, due to confidentiality issues, off the report if there is no obligation to include the information.
- President Kavalhuna introduced new employee, Elyse Hogan who will be a Detroit Promise Coach and current employee, Munira Kassem who has been promoted to Supervisor of Student Conduct and Compliance.

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

The Henry Ford College Foundation is proud to announce that the Ralph C. Wilson Foundation has awarded the College a Workforce Development grant totaling \$2.1 million. This major grant award will support the establishment of the Henry Ford College Early/Middle College Trade School Program.

Ralph C. Wilson Foundation's support of the program will empower the College to advance its mission objective of building a highly educated and finely skilled workforce to meet or exceed the current and future needs of regional employers in every job sector, and build an economically vibrant and socially stable future for Detroit and Southeast Michigan.

The Trade School Program will serve to strengthen the College's roots to the philosophy of learning by doing and the entrepreneurial spirit of Henry Ford. The program will be a dual- enrollment program facilitated through a combination of classroom lessons at each student's regular high school and practical skills training sessions on the College campus.

HFC will undertake the following initiatives to advance the Trade School program:

1. Expand its catalog of workforce development education offerings, career-ready certificate programs, and skilled trades training options, which may include the development of new courses and training programs not previously offered at the College.
2. Build new and strengthen long-standing partnerships with our region's employers to better identify, anticipate, and meet their workforce needs.
3. Provide regional employers with the workforce resources needed to expand their current operations and launch new economic endeavors.
4. Build a regional workforce pool of highly educated and skilled job candidates that will increase the region's ability to attract new industrial and business ventures to the region.
5. Provide students and working adults with demand-driven education and training options to enter or advance upward within the region's diverse job markets.
6. Bolster skilled trade-based entrepreneurship across Detroit and Southeast Michigan.
7. Reduce regional unemployment by providing traditional and non-traditional students with education and career-ready training options that can lead directly to employment.
8. Serve displaced working adults with training and education options to re-enter the job market or begin work in a new career field.
9. Increase the resiliency and adaptability of the region's workforce so working men and women can better respond to sudden job market changes, job displacement, or economic downturns
10. Bring technology to the forefront of workforce development to build a regional workforce capable of effectively utilizing technology in the workplace.
11. Broaden current, and potentially establish new, apprentice programs.

12. Link people of under-represented populations to education and career-ready training options that can serve as a pathway out of poverty.

As they work toward their regular high school diploma or GED, students would commence their Trade School program studies as early as ninth grade and progress through the Trade School program for up to five years.

While completing their regular schooling, Trade School program students will also be advancing toward achieving one of the following:

- An Associate Degree in Applied Science
- Michigan Early/Middle College Association Technical Certification
- Journeyman card in a skilled trade of their choice
- Earning up to 60 transferable college credits

The Trade School program classroom curriculum will encompass a cluster of course studies and work-lab projects called the Basic Workforce Competencies and Skills Chain. This combination of textbook and hands-on education will systemically serve participating students who have been identified as lacking the basic academic competencies and primary practical skills needed to enter the workforce.

As they work toward their regular high school diploma or GED, students would commence their Trade School program studies as early as 9th grade and progress through the Trade School Program for up to five years.

Trade School program students will gain the following assets:

- Organization, goal setting, and accountability
- Effective communication (written and oral)
- Technical reading
- Graphic arithmetic comprising:
  - Basic arithmetic (addition, subtraction, multiplication, division, etc.)
  - Elementary algebra (based on high school level algebra curriculum)
  - Interpretation of visual information such as blueprints
- Mechanical function and production process comprehension
- Use of hand and power tools (wrenches, hammers, drive-ratchets, power saws, drills, etc.)
- Component assembling
- Material handling and packaging
- Process troubleshooting and problem-solving
- Teamwork and leadership

To assure continual improvement and relevancy of the Trade School program, the College will:

- Collaborate with local and regional business and industry partners to identify workforce skills and competencies they will require future workers to possess
- Implement up-to-date basic workforce curriculum and teaching methodologies
- Develop new workforce competency curriculum and teaching methodologies
- Provide workforce practical skills training using hands-on experiences in newly renovated work-labs that reflect real-world work environments and scenarios
- Partner individually with and establish a coalition among regional secondary education and community leaders to:

- Establish new education options that can ensure that high school students graduate with stronger basic competencies and skills
- Produce assessments that will aid in identifying high school students requiring additional, targeted education options to learn and master basic workforce competency and skills
- Create curriculum assessments that document and interpret the effectiveness of the Henry Ford College Early/Middle College Trade School program and the Basic Workforce Competencies and Skills Chain.

To enrich their education outcomes, ninth and tenth grade students will have opportunities to visit various local industries and businesses to meet and speak with actual skilled trade workers, project managers, and operation supervisors. These experiences will give students first-hand insight into numerous career fields and provide for one-on-one mentoring as they explore their career interests and set education goals.

For Trade School program students in the eleventh or twelfth grade, there will be opportunities to enter one of the College's long-established or new apprenticeship programs. As apprentices, the students will watch, work, and learn alongside middle-level and skilled trades working men and women to gain real-life experience that directly aligns with their classroom education and long-term career interests and goals.

#### Additional Program Beneficiaries

It is important to note that this innovative, state-of-the-art workforce development program could also be incorporated into the College's regional, community-based adult education partnerships. For adults who are looking to enter or re-enter our regional workforce, or are facing job displacement, seeking to enhance professional skills, or are just lifelong learners, the Basic Workforce Competencies and Skills Chain will provide a well-rounded educational experience ensuring personal growth and enrichment.

#### Utilization of Funding

1. Instructor education
2. Course materials
3. Re-activating the HFC East Campus Michigan Technical Education Center (MTEC)
4. Outfitting of new work-labs (residential electrical mockups, HVAC repair and installation stations, fabricating spaces, circuit board racks, electronic equipment racks, etc.)
5. Purchasing of new industrial equipment such as:
  - CNC machines, grinding and finishing machines
  - Welding, soldering, and brazing machines and equipment
  - Lathes
  - Presses
  - Plasma cutters
  - Pipe threaders
  - Engine hoists and dynamometers
  - Air compressors and media-blasters

Vice President Best provided an update on the Foundation's philanthropic efforts in garnering this grant for the College. He introduced Dr. Pat Chatman, Dean of the School of Business, Entrepreneurship, and Professional Development, who spoke on her vision

for the grant which is to continue to live the legacy of Henry Ford, which was born of trade and apprenticeship education. The trade school will also bring forth emergent occupations as a result of industrial digitalization. Dean Chatman added that industry partners and labor associations will be asked to take part in the ownership of their employees' education.

Trustee Thorpe voiced his concern on what will happen when the Ralph C. Wilson grant funding runs out, will the College be able to sustain the programs funded by the grant?

## VI. DISCUSSION ITEMS

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

The Board of Trustees of Henry Ford College has offered scholarships to graduates of Dearborn high schools since 1948. The Board of Trustees has agreed to offer two scholarships per high school. These scholarships cover the cost of tuition and are available for four semesters or sixty-two credit hours per student (whichever comes first), assuming that the student maintains a high standard of conduct and a minimum grade point average of 2.0 each semester.

Recommendations for candidates for the Board of Trustees Scholarships come from the principals of the Dearborn Public Schools high schools. They are students who do not receive HFC Honors Scholarships or Michigan Competitive Scholarships.

Following is a list of those students recommended for HFC Trustees Scholarships. All of these students are residents of the Dearborn Public School District.

#### Dearborn High School

Basel Al-kheiri	Sharefah Aladani
6100 Drexel Street	6626 Coleman Street
Dearborn Heights, MI 48124	Dearborn, MI 48126

#### Edsel Ford High School

Rana Baleid	Reena Baleid
1929 Byrd Street	1920 Byrd Street
Dearborn, MI 48124	Dearborn, MI 48124

#### Fordson High School

Ahmad Cheikh	Judy Zaiat
7312 Middlepoint Street	7001 Manor Street
Dearborn, MI 48126	Dearborn, MI 48126

Vice President Best introduced Stacy Bazman, Manager of Institutional Advancement, who provided a presentation on the scholarship process for the last fiscal year.

Trustee Berry asked Ms. Bazman on what procedure the counselors use to select the Board of Trustees Scholarship recipients and if the number of awards could be increased. Vice President Best will gather this information and report back to the trustees.

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

Historically, the state legislature has appropriated funds to community colleges intended to support the general operations of the College. Generally, the appropriation to each community college has been based on a formula. Since 2006, the funding formula has included certain performance measures. This practice continues for the current fiscal year.

For fiscal year 2019-2020, the legislature has not formally approved an overall increase in funding to community colleges. The increase for 2018-2019 over the prior fiscal year was approximately 1%. However, in anticipation of approved funding for 2019-2020, this resolution still needs to be adopted. Once legislation is approved, it will include a formula that allocates any increase to each community college according to categories of performance indicators. The formula allocates 50% of the increase proportionate to the College's appropriation for last fiscal year, 10% based on full-time equated students, 7.5% based on administrative costs, 17.5% based on degrees awarded with certain degrees counting for more, and 15% allocated for local strategic value.

Local strategic value addresses the value the College brings to business and industry in the region and the community the College serves. This measure has been further defined to include three specific sub-categories: economic development and business or industry partnerships; educational partnerships; and community services.

For each sub-category, the legislation lists five relevant best practices. For example, best practices within the sub-category of economic development and business or industry partnerships include active partnerships with local employers and customized on-site training for area companies. Best practices in the educational partnerships sub-category include active partnerships with regional high schools and programs to promote the successful transition to college for traditional age students and for reentering adult students. The community services sub-category includes best practices such as continuing education programs for personal enrichment and professional development as well as community theater, musical ensembles, art galleries, and radio stations.

In order to receive funding under the local strategic value category, community colleges must confirm they meet four of the five best practices listed for each sub-category. The wide range of educational programs and business and industry partnerships at Henry Ford College ensure that HFC readily meets the best practices criteria.

The legislation further requires that the Board of Trustees approve a resolution certifying that the College meets the requirements of local strategic value and submit the resolution to the state budget director by October 15. With the approval of the Board, the resolution for HFC would be submitted as directed by the legislation.

Vice Presidents Nealon and Satkowski provided an update on this resolution which is done on yearly basis. Chair Petlichkoff said that report provided a lot of useful information on educational partnerships of which she was unaware. She asked if the document could be publicized so that others may become aware of all the educational partnerships/programs in which the College is a participant.

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”.

The addition of the Records Management and Retention policy was developed to follow the guidelines of, and align with, the state of Michigan recommendations for school boards. The proposed added language to the Residency Requirements and Tuition, Fees and Refunds policies is to allow international students who have temporary protected status (TPS) to pay the out-of-district tuition rate instead of the international tuition rate.

Trustee Lane asked that the Board consider students on a case by case situation for TPS status as some students are here because they cannot go back to their country for humanitarian reasons and do not have a pathway offered to them for residency status. The committee will continue to work on the language for these policies.

**VII. ACTION ITEMS**

A. Citizen Participation

None

B. Special Consideration of an Action Item

Item 1 pulled.

C. Action to Approve Action Items

Motion offered by Trustee Meade supported by Trustee Berry to approve action items 2 through 9 passed unanimously.

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

Trustee Mozip questioned why the College is now requesting to renovate the elevator interiors instead of approving the project in March for both the exterior and interior areas. Vice President Satkowski explained that in March, due to budgeting, the College opted to renovate the elevator exteriors only. As the work has progressed on the exteriors, the vendor has offered to provide interior renovations at a significantly lower cost than was originally bid.



**BIDS AND CONTRACTS**

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

Motion offered by Trustee Meade, supported by Trustee McDonald, 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 was approved with the following roll call vote attached: Ayes – Trustees Lane, McDonald, Meade, Mozip, Petlichkoff (5); Nays – Trustees Berry and Thorpe (2).

**HUMAN RESOURCES**

2. Staff Recommendations – President Kavalhuna

Moved 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.

President Kavalhuna asked both the Board of Trustees Policy Committee and the Board of Trustees for information on what information is the College obligated to list on the Staff Recommendation Board Report.

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

Moved 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.

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

Moved 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.

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

Moves 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.

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

Moved 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.

### **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.

Moved to approve the changes to the Institutional Review Board (IRB) Policy.

8. HFC Board of Trustees Scholarships – President Kavalhuna

Moved to approve the recommendation of students listed to receive scholarships as presented in Board Report #4525.

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.

Moved 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.

### **VIII. BOARD OF TRUSTEES BUSINESS**

A. Acknowledgements of Correspondence

Trustee Lane asked what the status was of Local 1650's request to have a facility named in honor of former president, Stuart Bundy. President Kavalhuna forwarded this request to Vice President Best who will provide an answer on the procedure necessary in order to comply with the Naming of Property policy.

B. Board Committee Reports

Trustee McDonald reported that the Policy Committee will continue to update policies and bylaws on a rolling three- to five-year schedule (as necessary, if required by changes in regulations). She added that the committee is also looking at ways to support new Board members, as this Board is unique in its dual DPS/HFC role. She asked the trustees to share their new member experiences. Trustee McDonald

reported that the committee will work on the Staff Recommendation agenda item as requested by President Kavalhuna.

C. Requests for Information and/or Future Agenda Items

Trustee Mozip asked where the Board stands on Chair Petlichkoff's request for self-evaluations. Chair Petlichkoff will speak to this issue at the end of the Board meeting.

D. Board Member Commentary

Trustee Mozip asked the president to look at how to improve the student experience at the College, especially the deregistration process. He asked that that students be notified by every opportunity available, if they are scheduled to be deregistered. Chair Petlichkoff stated that two weeks have been added to the deregistration schedule to allow students to make financial arrangements prior to deregistration. She also added that students should take some responsibility and be cognizant that deregistration is a possibility. Deregistration is necessary, as the College might find itself in financial difficulty if seats remain unfilled due to lack of payment.

Trustee Lane said she is glad to see that Welcome Back Days again and that they coincide with the Governor's proclamation of Welcoming Week. Trustee Lane also encouraged participation in the Climate Day event scheduled on campus on Friday, September 20.

Trustee Mozip stated that the College is hosting an Anti-Bullying Awareness event during which former MSU basketball player, Anthony Ianni, will be the guest speaker.

Trustee Thorpe thanked everyone involved for their impact on the increase in enrollment.

**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**

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