

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
JANUARY 21, 2020**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 21, 2020, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:01 p.m. by Chair Berry.

Prior to the Roll Call, Chair Berry introduced the officers of the Board of Trustees for 2020: Vice President, Jim Thorpe; Secretary, Mary Lane, and Treasurer, Roxanne McDonald.

**ROLL CALL**

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

**II. APPROVAL OF MINUTES**

December 19, 2019 regular meeting minutes approved by unanimous vote with the following sentence stricken from item VIII. C.: He added that Trustee Mozip had a good idea in developing a way to keep track of requests for information from Trustees, as sometimes information is provided and sometimes it is not

**II. APPROVAL OF MINUTES**

January 21, 2020 regular meeting minutes approved by unanimous vote with the following corrections:

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

HFC student, Yasmeen Berry, read recognition and acknowledgement items. Yasmeen is a dual-enrollment student and also in the Henry Ford II Honors program. She is currently president of the Alpha Xi Mu chapter of the Phi Theta Kappa Honors Organization, a freelance journalist for the Mirror News, a student representative on the Mirror News Advisory Board, and a member of the National Society of Leadership and Success club.

- Congratulations to the following Honors program students for being selected as winners of the LAND Student Scholars competition and who will be presenting at this year's LAND conference:
  - Emmanuel Orozco Castellanos, "Reassessing Nuremberg's Legacy: The Trails of the Holocaust"
  - Yasmeen Berry, "The History of Healthcare in Detroit"
  - Malack Jallad, "Screen Time: It's Complicated"

- Congratulations to Beth Preston, Financial Aid Associate on being elected Secretary for the Michigan Student Financial Aid Association Executive Board for 2020-2021.
- Congratulations to the HFC wrestling team who tied for 13th in the national rankings by InterMat, the official ranking service for NCAA, NJCAA and high school wrestling. This is the first time the team has been ranked in the three-year history of the varsity program. Congratulations also to Donte Rivera-Garcia who leads in the 125-pound weight class national ranking.
- Congratulations to Sandra Wilkins and Nina Denny for being selected as Students of the Month for December. As the President and Secretary of the Student Veterans Association, both work as a team to engage the student veterans on campus, as well as in the community. They successfully coordinated a luncheon to honor service men and women on Veterans Day and a service project for the deployed Navy troops who are on the USS Abraham Lincoln aircraft carrier to add to their cheer during the holiday season. The Student of the Month program is facilitated through the Office of Student Activities to boost the morale and motivation of student leaders. Students are selected based on their demonstrated leadership skills and/or outstanding programming ideas.
- Many thanks to the Student Nurses Association who took a mission trip to Panama in December. The group visited two communities and provided three clinics serving 150 patients.
- Congratulations to the HFC Ice Carving Club who competed in the Plymouth Ice Festival the weekend of January 10-13. The club received the Second Place Team award and Charles Carter, Club President, won the Individual Carver Second Place award.

Chair Berry took a moment to recognize and thank Trustee Petlichkoff for her service as the Board Chair in 2019.

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

- The President echoed Chair Berry's support for Trustee Petlichkoff in her role as Board Chair and added that he appreciated her leadership in his initial year as President.
- The President congratulated Beth Preston on her MSFAA appointment. He added that Ms. Preston is in pursuit of her doctorate degree and will be shadowing him along with three other community college presidents.
- The President congratulated the Strategic Enrollment Management team for their leadership in their successful efforts to increase enrollment. The team has garnered national attention being selected to present at the League for Innovation Conference in March.
- The current strategic plan will be wrapping up in 2020. Vice Presidents Gonko and Nealon will develop the process for the next cycle of strategic planning.

Chair Berry added the Board of Trustees will form a Strategic Planning Committee led by Trustee Meade to look at efforts to ensure the financial sustainability of the College for the future.

#### **V. SPECIAL REPORTS**

None

**VI. DISCUSSION ITEMS****A. FY2020 Mid-Year Budget Adjustment – Board Report #4541 – Vice President Satkowski**

Mid-year budget adjustments are required for the initial FY2020 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.

Total revenue from tuition and fees is recommended to be increased by \$2.2 million to reflect that enrollment for the fall and winter experienced a two percent increase, and there is an improvement in the investment earnings of \$400,000 for a total net revenue increase of \$2.6 million. The budget was built with an assumption of a three percent decline in enrollment.

Expenses have been reviewed and increases for the various categories total \$190,000. The largest single item is a \$500,000 decrease in Adjunct Instruction due to section consolidation. Additionally, budgeted compensation was decreased by \$450,000 reflecting savings from several open positions. Some expense increases are related to upgrades made to the ITS rates and increases for capital improvements and classroom furniture/technology. Also, a \$1.7 million transfer for the technical building and IEMP projects has been included as a plant fund transfer.

With the recommended adjustments, the initial net surplus of \$83,000 is adjusted to a revised surplus of \$793,000.

Trustee Lane asked if the increase in enrollment results in an increase in sections and staff. President Kavalhuna replied that the costs were contained due to the reducing/consolidating of class sections. Trustee Lane asked where the dual-enrolled students are coming from that are reflected in the enrollment increase data.

**VII. ACTION ITEMS****A. Citizen Participation**

None

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

Item 6 pulled for a roll call vote.

**C. Action to Approve Action Items**

Motion offered by Trustee McDonald, supported by Trustee Meade to approve action items 1 through 5 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. External Legal Services – Board Report #4542 – Vice President Satkowski

Moved to approve the appointment of Clark Hill, Cummings McClorey Davis & Acho, and Dickinson Wright to provide external legal services for Henry Ford College as needed, in accordance with the specifications of RFP #20177. The President retains the right to use attorneys and firms not selected in this process if needed to serve the best interests of the College.

2. Front-End Tractor Loader – Board Report #4543 – Vice President Satkowski

Moved to approve a contract award to Carleton Equipment Company, Inc. for \$46,023.79 for a Kubota M5-091 Front-End Tractor Loader requested by Facilities Services, in accordance with the specifications of Sealed Bid #20630.

President Kavalhuna commended Purchasing Director, Fred Steiner, on the detailed analysis provided in this Board Report.

**HUMAN RESOURCES**

3. Staff Recommendations – Vice President Gonko

Moved to approve the following staff appointments:

Nickie Hampsher Enrollment Associate III, Enrollment Services, Step 3, effective 1/27/20, 12 months.

Shanna Simpson-Singleton, Mathematics Instructor, School of Science, Technology, Engineering and Mathematics, MA30, Step 1, 10 months, effective 1/8/20. This is a temporary, full-time assignment for the Winter 2020 semester.

4. Accountant, Financial Services – Vice President Gonko

Moved to approve the appointment of Kimberly Perlongo to the position of Accountant, Financial Services, at Grade 9, Step 9, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 2/3/20.

President Kavalhuna introduced and welcomed Dr. LaDonna Holley, the Executive Director of Human Resources.

**BOARD ADMINISTRATIVE SERVICES**

5. Financial Institution Designations and Practices Resolution – Board Report #4544 – Vice President Satkowski

Moved to approve the Financial Institution Designations and Practices Resolution – Board Report #4544 dated January 21, 2020.

6. Calling for a Closed Session – Chair Berry

Motion offered by Trustee Meade, supported by Trustee Thorpe, for the Board of Trustees to enter into closed session under Section 8 (e) of the Open Meetings Act (MCL 15.268) to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation matters: *Badry v Henry Ford College*, Case No. 2:18-cv-14064-AJT-APP and *Jaber v Henry Ford College et al*, MDCR #499935 and under Section 8(c) of the Open Meetings Act for strategy sessions in connection with the negotiations of collective bargaining agreements, was approved unanimously with the following roll call vote: Ayes – Trustees Lane, McDonald, Meade, Mozip, Petlichkoff, Thorpe and Chair Berry (7); Nays – None (0).

Entered closed session: 7:56 p.m.      Closed session ended: 9:24 p.m.

**VIII. BOARD OF TRUSTEES BUSINESS**

A. Acknowledgements of Correspondence

Trustee Thorpe received an email solicitation that he assumes all the Trustees received. He will forward the email to Chair Berry and President Kavalhuna.

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

Trustee Lane mentioned that the Board of Trustees were sent a link to an article in the U of M-Dearborn alumni newsletter written by an alumna of Henry Ford College, which prompted her to ask if HFC has an alumni newsletter. As this would be a good way to showcase former students.

Trustee Lane stated that there is a need for waste-water technicians due to the increase in renewable energy. She asked if training for this position will be included in the Integrated Energy Master Plan.

Trustee Mozip commented that while listening to SoundCloud podcasts, he heard ads for HFC that included student success stories and thought they were very well done. He added that he has also seen billboard ads for the College. He asked for a report on the College marketing initiatives.

D. Board Member Commentary

Trustee Lane stated that she appreciated the paring down and personalization of the Seven Steps to Enrollment process. However, she feels that students should be introduced to the counselors at some point during the process and made aware that the counselors are available to help them so they are not relying only on technology.

Trustee Lane asked if the College provides any stress reduction activities for students during exam periods. She added that puppy rooms have proven to be a good way for

students to destress and Dearborn has an animal shelter that could partner with the College.

Trustee Lane suggested that President Kavalhuna and Superintendent Maleyko join efforts to make headway like the Grand Rapids Community College Promise.

Trustee Petlichkoff asked that voters look at the presidential candidates during the primaries to ensure that they are supportive of community colleges and not just four-year institutions.

Trustee McDonald commended the enrollment team on all the work and effort they put into revising the Seven Steps to Enrollment process and agreed with Trustee Lane on her suggestion that counselors be included in the process.

Trustee McDonald congratulated President Kavalhuna on being selected to participate in The Aspen Institute's New Leadership Fellowship.


Chair Berry stated we are going into a big election year with open seats for three six-year terms and one partial term. He added that candidates should not ask the President or the Superintendent for endorsement. Trustee Thorpe asked if it was appropriate for candidates to promote their candidacy during Board meetings.

#### **IX. FUTURE MEETING DATES**

- A. Saturday, January 25, 2020, HFC Board of Trustees Retreat, 8:30 a.m., at the Administrative Services and Conference Center in the Rosenau Board Room.
- B. Monday, February 10, 2020, P-12 Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- C. Monday, February 17, 2020, HFC Board of Trustees Policy Committee Meeting, 6:00 p.m., at the Administrative Services and Conference Center in the Cabinet Conference Room.
- D. Monday, February 17, 2020, HFC 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 Berry and unanimously approved by those members present that the meeting be adjourned at 9:24 p.m.



Mary Lane, Secretary