

**HENRY FORD COLLEGE BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
November 16, 2020**

I. CALL TO ORDER

A virtual meeting (Zoom #961 6032 5538) of the Henry Ford College Board of Trustees was called to order on Monday, November 16, 2020 at 7:00 p.m. by Chair Berry.

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

Motion offered by Trustee Meade and supported by Trustee Petlichkoff passed with a unanimous roll call vote attached to approve the Minutes of the following meetings: Regular Meeting, November 16, 2020 and Policy Committee Meeting, November 16, 2020.

III. PRESIDENT'S ITEMS

- Thanked all the candidates who ran for public office for their civic duty in putting their names on the ballot for public discussion and public approval. A formal statement from President Kavalhuna and Superintendent Maleyko will be circulated upon certification of the election results, congratulating Patrick D'Ambrosio who was elected for a two-year term, Irene Watts who were elected to serve six-year terms, and current Trustees Mozip and Petlichkoff who were reelected serve six-year terms.
- Displayed the "Graduation in a Box" gift box sent to congratulate all students who graduated in May 2020.
- Provided an enrollment update for the Winter 2021 term which shows significantly lower enrollment than anticipated. This trend holds true for community colleges across the state. The Strategic Enrollment Management team is working to diagnosis the reason for the lower numbers and then quickly pivot to what can be done to lessen the decrease.
- Congratulated the following faculty members who are retiring:
 - William Barber, Economics, 39.5 years of service, effective 12/31/2020

- Janice Bartos, Nursing, effective 5/10/2021
- Linda Brandt, Biology, 31 years of service, effective 5/10/2021
- Janice Caie-Lawrence, Nursing, 22.5 years of service, effective 5/10/2021
- Lori Grande-Swiatkowski, Nursing, 18.5 years of service, effective 12/31/2020
- Diane Green, Counselor, 45.5 years of service, effective 12/31/2020
- Charles Jacobs, Biology, 25 years of service, effective 12/31/2020
- Bonnie Jobe, HPE, 43 years of service, effective 5/10/2021
- Daniel Kearney, Criminal Justice, 22 years of service, effective 5/10/2021
- Patricia Lanzon, Pre-Education, 22 years of service, effective 5/10/2021
- Gary McIlroy, English, 35.3 years of service, effective 12/31/2020
- Stewart Vining, Biology, 26 years of service, effective 12/31/2020
- Maureen Webster, Counselor, 31.5 years of service, effective 12/31/2020
- Karen Wilmering, Interior Design, 11 years of service, effective 12/31/2020
- Warren Yeakel, Chemistry, 35.3 years of service, effective 12/31/2020

IV. SPECIAL REPORTS

A. Integrated Energy Master Plan (IEMP) Update – Vice President Satkowski

Vice President Satkowski introduced Tim Bakker, from Johnson Controls, Incorporated, who provided a slide presentation to update the Board of Trustees on the IEMP Performance Contract. Goals of the IEMP include: Global Best Practices in Energy Management and Education; Sustainable Energy Culture; New Energy Related Curriculum; 60% Energy Efficiency Gain; 40% Water Efficiency Gain; 50% Greenhouse Gas Emissions Reduction; at least 8% investment return; and enhanced reliability.

V. DISCUSSION ITEMS

A. Technology Investment Fund (TIF) Winter 2020 and Fall 2020 Proposed Projects – Board Report #4573 – Vice President Satkowski

Listed below is a summary for projects recommended for funding by the Technology Investment Committee (TIC).

Project Director Division/Department	Nature of Request	Approved Funding
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<p>Pam Stewart, Rosemary Miketa, and Victoria Bessette School of Liberal Arts World Languages</p>	<p>1) Upgrade outdated technology and inefficient layout of K-142 and K-227 with new Dell computers, fitted data drops, lock down features and 22" monitors for the English, English Language Institute (ELI), and World Language Departments. 2) Convert office space in K-142 into a soundproof room for audio/film recordings to meet the objectives of target language listening, speaking, and communications classes.</p>	<p>\$89,017</p>
<p>Kevin Dewey and Jeremy Palmer School of Liberal Arts Music and Performing Arts</p>	<p>Performance Technology Upgrade: 1) Purchase 16 wireless microphones, receivers, and cases. 2) Purchase a wireless mixer to keep the mixer on stage but control it via WIFI from anywhere in the venue. 3) Replace broken monitor amp case be purchased if needed.</p>	<p>\$26,588</p>
<p>Kevin Dewey and Jeremy Palmer School of Liberal Arts Music and Performing Arts</p>	<p>Recording Arts Upgrade: 1) Improve soundproofing of vocal booth room (F-137) through consultation and use of professional acoustical treatment company. Purchase studio monitors and control surface (mixer) to allow room to function as a secondary mixing booth. 2) Purchase professional level audio interfaces for secondary mixing booth and computers in the MTL (Room F-112). Replace broken amp case, if necessary.</p>	<p>\$49,802</p>
<p>Nick Kussy School of Business, Entrepreneurship, and Professional Development Electrical Technology</p>	<p>Replace 24 computers in Computer Lab E-240.</p>	<p>\$27,376</p>
	<p>Total Funds</p>	<p>\$192,783</p>

The Technology Investment Committee held a meeting on September 25, 2020 to review requests for funds as well as review requests that were approved in April 2020 but were deferred for implementation due to COVID-19 affecting classes on campus. The committee is now recommending that the projects

noted be removed from pending status for funding. The projects have also been reviewed by College administration which offers its support. The total value of the TIF projects for which the committee is recommending is \$192,783 funded with TIF Funds.

V. **ACTION ITEMS**

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion to approve action items 1 through 3 was offered by Trustee McDonald and supported by Trustee Meade passed with a unanimous roll call vote attached.

D. At this time, the Secretary will return to any agenda items which Board members had asked to discuss and vote on separately. These will be considered one-at-a-time.

HUMAN RESOURCES

1. Staff Recommendations – Vice President Gonko

Moved to approve the following staff appointments:

Charles Irish, Chemistry Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 8.5, effective 1/6/2021.

Renae More, Enrollment Associate II – Call Center, Enrollment Services, Step 2, effective 11/17/2020

2. Associate Dean, School of Health and Human Services – Vice President Gonko

Moved to approve the appointment of Cynthia Scheuer, to the position of Associate Dean, School of Health and Human Services, at Grade 1, Step 18, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 1/4/2021.

3. Web Software Developer, Web and Application Services – Vice President Gonko

Moved to approve the appointment of Denise Dunford, to the position of Web Software Developer, Web and Application Services, at Grade 8, Step 12, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 12/1/2020.

VI. BOARD OF TRUSTEES BUSINESS

- A. Acknowledgements of Correspondence

None

- B. Board Committee Reports

On behalf of the Policy Committee, Trustee Mozip reported the committee reviewed the Title IX policy due to revisions required by the federal government. Revisions are required as the previous policy did not define the roles and responsibilities of the Title IX coordinator position. The new revisions spell out their role as well as new regulations on investigation procedures, live hearings, and appeal procedures.

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

Chair Berry charged the Board to form an ad hoc committee to provide recommendations to promote the long-term financial health and sustainability of Henry Ford College. The committee's approach will be three pronged: 1) inventory the physical infrastructure of the College; 2) examine the fixed variables both long- and short-term expenses of the College; and 3) identify new national resources to invest in the College's infrastructure. The committee will be co-chaired by a Trustee and an administrative representative, most likely have twelve members, and include representation from the Board of Trustees, administration, staff, students and members of the community that the College serves.

- D. Board Member Commentary

Trustee Mozip thanked all the voters who made their voices heard on November 3 and those who have entrusted him to serve another six years on the Board.

Vice Chair Thorpe wished everyone a happy and safe Thanksgiving.

President Kavalhuna wished Trustee Meade a happy birthday.

VII. FUTURE MEETING DATES

- A. Monday, December 7, 2020, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room and virtually available live for viewing (as mandated in Michigan Senate Bill No. 1108, now Public Act 228 of 2020) via YouTube live: www.youtube.com/dpscommdept, Facebook Live: www.facebook.com/dearbornpublicschools, and cable channels: Comcast Dearborn Channel 19 and WOW Channel 15.
- B. Monday, December 14, 2020, **HFC** Meeting, 7:00 p.m., via Zoom viewing (as mandated in Michigan Senate Bill No. 1108, now Public Act 228 of 2020), details to be determined. Check online at www.hfcc.edu/board-meeting-schedule.

VIII. ADJOURNMENT

Motion offered by Chair Berry and unanimously approved by those members present that the meeting be adjourned at 8:30 p.m.

Mary Lane, Secretary