

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
FEBRUARY 17, 2020**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, February 17, 2020, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:01 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, supported by Trustee Petlichkoff, was approved unanimously for the following meetings: Closed Session on January 21, 2020, the Special Meeting on January 25, 2020, the Closed Session on January 25, 2020 and the regular meeting on January 21, 2020 with the following corrections:

- Trustee Lane asked if the increase in enrollment results in an increase in **sections and staff**.
- 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**.
- Trustee Lane suggested that President Kavalhuna and Superintendent Maleyko **join efforts to make headway like** the Grand Rapids **Community College Promise**.

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Abbie Begley, read recognition and acknowledgement items. Abbie graduated from Monroe High School in 2018 and is a sophomore at HFC majoring in Business Administration. She is a member of the Lady Hawks softball team and last year, earned NJCAA All-Academic Second Team for Academic Excellence with a grade point average of 3.95.

- Congratulations to the HFC Wrestling Team for winning the MCCA Wrestling Championship on January 25 in Muskegon, Michigan. In addition to earning the state title, the following grapplers earned All-MCCA honors as Champions of their respective weight classes:
 - Donte Rivera, 125 lbs.
 - Aseel Almudhala, 133 lbs.
 - Elijah Kidder, 149 lbs.
 - Dean Elder, 184 lbs.

- Congratulations also to Head Coach Grant Mackenzie who was voted MCCA Coach of the Year and to Donte Rivera who was voted MCCA Freshman of the Year.
- The Nursing department has once again surpassed the national NCLEX-RN first time pass rates for associate and bachelor's degree programs with a 92.4% pass rate.
- The Student Nurse Association won the following awards from the Michigan Student Nurses Association at the State Competition: The Community Service award, Creative Newsletter, Fundraising and Creative Scrapbook. Additionally, SNA faculty advisor, Cathy Gangarossa, was awarded the Distinguished Faculty Advisor award.

IV. PRESIDENT'S ITEMS

- Yasmeen Berry, HFC student who read Recognition and Acknowledgements last month, was recognized and acknowledged at this evening's meeting.
- Dearborn Heights Officer Mehdi Ayoub, an HFC alumna, was honored for saving the life of a toddler who nearly drowned in a koi pond.
- While in Lansing, the President spoke with Governor Whitmer's Policy Director on the promise college network and asked that DPS/HFC be added to the list of Michigan Promise Zones.
- The President and Cabinet are reviewing how we collect information as a College and make the information available to our stakeholders. The process will provide clear and recorded data that can be accessed in real-time. Once a process has been identified it will be replicated in areas where data is requested.
- Updated the Trustees on the Student Engagement Conference/Social Venture Challenge. Secretary Benson spoke on the importance of voting the first night of the two-day event. The second day included a panel discussion which included Representative Abdullah Hammoud and Wayne County Commissioner Sam Baydoun. The Social Venture Challenge was an event that offered people in college the opportunity to identify a social issue and bring forth ideas on how to solve them. The Resolution Project out of New York runs these community college challenges during which chosen projects are given seed money to support their project as well as entrepreneurial support. Fifteen projects were presented and four chosen for funding and support. The President thanked Dr. Tony Perry, Robert Yahrmatter and Dr. Eric Rader for all their work on a very successful event.
- The President stated that he felt the Board Retreat last month provided a lot of value with topics that included Campus Safety Service Levels, Strategic Planning and an update on Cabinet members key performance indicators.
- Thanked the Support Staff Association (SSA) for their donation of time to the various surrounding communities in 48 incidents of volunteerism.
- President Kavalhuna and Trustee Mozip had a meeting with the Ambassador of Yemen while in Washington, DC for the ACCT National Legislative Summit. President Kavalhuna also had time with Senators Peters and Stabenow during the trip. President Kavalhuna added that Senator Lamar Alexander from Tennessee, feels that he has bipartisan support to get legislation passed to reduce the paperwork for FAFSA and reduce the number of verification questions on the application. The other issue that the ACCT is pushing for is to increase the amount that individual students can get in Pell grant funding and allow this funding to be used for short term programs. President Kavalhuna also participated on a panel on legislative advocacy and represented Henry Ford College as the best college on the planet.

- An announcement on outcome of the HLL visit to campus will be circulated later this week.

V. SPECIAL REPORTS

A. Higher Learning Commission Assessment Academy (2015-2019) – Board Report #4545 – Vice President Nealon

The purpose of assessment at Henry Ford College is to gather information on student learning and development that can be used to increase student achievement. The College's efforts to improve student learning through instructional or curricular and co-curricular changes are to be informed in part by effective assessment procedures.

The committee is responsible for the coordination, supervision and communication of assessment activities for the purpose of improving student learning and development. The committee oversees all activities that relate to formal assessment of Institutional Learning outcomes, programs and co-curricular activity outcomes at the College.

Our goal is to improve student learning and development. It involves helping each faculty member set high standards for student learning and development (outcomes), gather, analyze and interpret evidence to determine how well student performance matches those expectations and using the results to document, explain and take action to improve student performance.

Accomplishments

- **Completion of Higher Learning Commission's Assessment Academy (2015-2019)**

HFC entered the HLC Assessment Academy in fall 2015 with the goal of improving communication between CASL, administrators, faculty, and staff. This goal evolved into the Cultural Transformation Project which extended beyond improving communication to transforming the College's approach to assessment, including learning what faculty and staff knew about assessment, providing professional development to address their needs, developing support materials, and student outreach to inform students about Institutional Learning Outcomes (ILO's). We worked with our Assessment Academy mentor and scholar, Ranfen Li and Susan Murphy, respectively, providing biannual reports on progress.

- **Recognition at the Assessment Academy Impact Conference**

In October 2019, four members of the Assessment Academy team participated in the Impact Conference. The impact report and illustrative poster presentation were well-received by both conference organizers and attendees. At that time, HLC representatives invited HFC to participate in a panel discussion to share our project at the 2020 Annual HLC Conference.

- **Praise from HLC mentors**

Our final impact report received overwhelmingly positive feedback about the work our Assessment Academy team has completed over the past several years. Below are some sample comments:

"During the past four years, HFC's accomplishments in establishing a culture and a system of assessment for student learning and creating a cadre of leaders and

an institutional capacity in this endeavor are indisputable.” (Ranfen Li, Assessment Academy Mentor)

“HFC is a model of the resolve to integrate good practice into improving student achievement with impressive results.” (Susan Murphy, Assessment Academy Scholar)

- **Significant Contributions to HFC’s Reaccreditation Initiatives**

The College reported several noteworthy outcomes of the Assessment Academy work during the November 2019 HLC Re-accreditation visit.

- We implemented our assessment process.
 - 89% of programs assessed PLOs
 - 100% of ILOs were assessed
 - 100% of CCLOs were assessed
- We transitioned from assessing General Education outcomes in specific courses to assessing Institutional Learning outcomes across the curriculum.
- We initiated an Institutional Learning Outcome awareness campaign.

Next Steps: Sustainability and Improvement

The College will continue this work in a thoughtful manner. CASL members will *Reflect and Assess our Process* by gathering data from faculty, staff and students, reflect on these data to learn about the benefits this work has brought to student learning, challenges of this work and recommendations for improvement. We will *strengthen and move forward* by providing continued professional development and support for assessment. We will *expand* our work to include certificate programs and new Liberal Arts Concentrations. And, we will continue our commitment to student success as a result of assessment, heightened faculty professionalism, commitment to use assessment for student success, and data-informed decision-making to drive student success.

Vice President Nealon introduced Dr. Deborah Zopf along with co-chairs, Dr. Cynthia Scheuer, Karen Wilmering and Ruth Haller who provided an update on the initiatives and accomplishments at the Collage as a result of their participation in the HLC Assessment Academy.

VI. **ACTION ITEMS**

A. Citizen Participation

Kierra Wilson, representing the SSA, addressed the Board about Welcome Center time clock.

Leslie Windless, representing the SSA, addressed the Board about Welcome Center time clock.

B. Special Consideration of an Action Item

Item 8 pulled for a roll call vote.

Motion offered by Trustee Petlichkoff, supported by Trustee Meade to approve action items, numbered 1 through 7 was approved unanimously.

BIDS AND CONTRACTS

1. Architectural and Engineering Services for the Entrepreneur and Innovation Institute/Technology Building Project – Board Report #4546 – Vice President Satkowski

Moved to approve a contract award to SSOE Group for an amount not to exceed \$540,300 for Architectural and Engineering Services for the Entrepreneur and Innovation Institute/Technology Building project in accordance with the specifications of RFP #20178. The \$540,300 for the design work would be counted toward our 55% cost of the project once the legislature approves the construction of the project.

2. Oculus Virtual Reality Headsets – Board Report #4547 – Vice President Satkowski

Moved to approve a contract award totaling \$30,420.00 to DTC Fulfillment, Inc. for thirty (30) Oculus Quest for Business 128GB Virtual Reality Headsets requested by the Automotive Technology department, in accordance with Quote #30038 dated January 10, 2020.

Trustee Mozip stated he feels the pricing for the headsets is excessive. Fred Steiner, Purchasing Director, stated that these headsets are enterprise level, headsets, as recommended by our College partners, Ford and Bosch, instead of consumer grade headsets in order to prevent compromise of the headsets by end-user loading of games, etc., on the devices. Also, these headsets eliminate the need for laptops which reduce the cost and provide greater security.

3. Amatrol Electric Relay Control Learning System – Board Report #4548 – Vice President Satkowski

Moved to approve a contract award totaling \$46,560.00 to ATS Midwest LLC for (6) Amatrol #90-EC1A Electric Relay Control Learning Systems and (10) Amatrol #96-CT1 Computer Control Learning Systems requested by the Workforce and Professional Development Division, in accordance with Quote #17762 dated January 27, 2020.

4. HP Managed Print Services – Contract Renewal – Board Report #4549 – Vice President Satkowski

Moved to approve the renewal of a contract to HP, Inc. in the amount of \$4,710 per month for a 60-month agreement for Managed Print Services, in accordance with Proposal #MPS-cw01282020 dated January 28, 2020.

HUMAN RESOURCES

5. Staff Recommendations – Vice President Gonko

Moved to approve the following staff appointments:

Huda Mawri, Lab Associate II (Part-Time), Learning Lab, Step 2, effective 2/17/20, 10 Months.

Gregory Ward, Energy Technology Instructor, School of Business, Entrepreneurship, and Professional Development, LMA, Step 9, 10 months, effective 1/13/20. This is a temporary, full-time assignment for the Winter 2020 semester.

Michelle Nichols, Nursing Instructor, School of Health and Human Services, LMA, Step 9, 10 months, effective 1/8/20. This is a temporary, full-time assignment for the Winter 2020 semester.

6. Institutional Research Business Intelligence Systems Analyst – Vice President Gonko

Moved to approve the appointment of Eve Chowdhury to the position of Institutional Research Business Intelligence Systems Analyst, Institutional Development and Systems, at Grade 7, Step 5, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 2/18/20.

BOARD ADMINISTRATIVE SERVICES

7. FY2020 Mid-Year Budget Adjustment – Vice President Satkowski

Moved to approve the FY2020 Mid-Year Budget Adjustment as presented in Board Report #4521 at the January 21, 2020 Board of Trustees meeting.

8. Calling for a Closed Session – Chair Berry

Motion offered by Trustee Meade, supported by Trustee Petlichkoff, that the Board of Trustees 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 matter: *Jaber v Henry Ford College et al*, MDCR #499935 was approved with the following unanimous roll call vote attached: Ayes – Trustees Lane, McDonald, Meade, Mozip, Petlichkoff, Thorpe and Chair Berry (7); Nays – None (0).

Enter closed session: 8:39 p.m.

Exit closed session: 9:45 p.m.

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Trustee Thorpe stated that the email he referred to last month was proven to be junk mail, therefore, he did not forward the email to Chair Berry.

B. Board Committee Reports

Trustee Mozip reported that the Policy Committee met prior to the Board meeting and reviewed previous year policies. Two policies were reviewed and will be brought forward to the Board next month for approval: 1) A policy related to relationships with

other educational institutions and the need for approval by the Board for agreements and 2) removal of policy 7000 as it is obsolete. Toward the end of the meeting Trustee Mozip brought up some policies going forward. The committee will review 2-3 policies in order to be up to date with all policies. The policy on Board of Trustees vacancies will be reviewed at a DPS Policy Committee meeting.

C. Requests for Information and/or Future Agenda Items

Chair Berry stated that his request for information on the financial stability of the College should be provided as a continuous update to the Board and separate from the strategic plan process. President Kavalhuna will have a discussion with Chair Berry for clarity and expectations on the financial stability report.

D. Board Member Commentary

President Kavalhuna welcomed new employees Huda Mawri, Gregory Ward, Michelle Nichols and Eve Chowdhury.

Trustee Mozip stated that the ACCT New Trustees Academy was a great event. There was a wealth of information and the event provided an opportunity to meet with Trustees from other institutions. Trustee Mozip provided the following overview of the event: He attended a general session by a Gallup representative on employee engagement on college campuses. The researcher stated that employees in higher education are five times more engaged if they feel they can learn and grow. They also spoke about the close relationships between students and professors at community colleges. Graduates from community colleges feel that they have professors that care for them and their courses relate to what they do in the workforce. During a general session, John Pallasch, Assistant Secretary of the U.S. Department of Labor kept punting items from the federal level to the state level. Trustee Mozip added that he was happy to see Governor Whitmer addressing the issue of Michiganders achieving their dream of a college education. Several colleges, many from the DC area had students attend the conference and Trustee Mozip hoped that HFC would do the same with our students.

Trustee Thorpe stated that he hopes everyone enjoys their spring break.

Trustee Meade congratulated President Kavalhuna on being chosen as one of twenty-five new college presidents to participate in The Aspen New Presidents Fellowship program.

Trustee McDonald thanked everyone for all their help where needed in the community during MLK day events. She also asked a student, how was her experience while registering for classes, and the student's response was that it was the least painful thing she had done in weeks. Trustee McDonald said that the work being done to improve the Seven Steps to Enroll process will ensure the process gets even better going forward.

VIII. FUTURE MEETING DATES

- A. Monday, March 9, 2020, P-12 Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, March 16, 2020, HFC Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room.

IX. ADJOURNMENT

Motion offered by Chair Berry and unanimously approved by those members present that the meeting be adjourned at 9:47 p.m.

Mary Lane, Secretary