

**HENRY FORD COLLEGE  
BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
May 18, 2020**

**I. CALL TO ORDER**

A virtual meeting (Zoom Webinar #969 9289 3928) of the Henry Ford College Board of Trustees was called to order on Monday, May 18, 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 to approve the minutes of the April 20, 2020 Board of Trustees meeting was offered by Trustee McDonald, supported by Trustee Petlichkoff, passed unanimously with the following roll call vote attached: Ayes – Trustees Lane, McDonald, Meade, Mozip, Petlichkoff, Thorpe and Chair Berry (7); Nays – None (0).

**III. PRESIDENT'S ITEMS**

- Faculty Senate Chair, Dr. Paul Fisher, did a fantastic job facilitating the Faculty Organization meeting held earlier today via Teams. At one point, there were over 220 participants in the meeting.
- Provided an update on the CARES Act funding for the College.
- The “Graduation in a Box” gift items are unfortunately delayed due to vendor’s supply issues related to the pandemic.
- Congratulations to Chad Austin, Career Services officer, for continuing to work with students and employers to assist students in job placements. Recruitment sessions have been set up with DTE, Department of Health and Human Services, Logicalis and Quicken Loans. Quicken is also providing recruitment skills workshops for students and includes a panel of HFC alumni.
- Congratulations to faculty members James Anderson, Tessa Betts, and Glenn Wisniewski on their achievement of tenure and to Keambra Pierson and Robert Yahrmatter on being elected as Associate Deans.
- Congratulations to Dr. Glenn Maleyko on being rated as highly effective by the Dearborn Public Schools Board of Education in his role as superintendent. President Kavalhuna added that he is happy to have a great partnership with Superintendent Maleyko.
- The return to work core team and sub-teams continue to work on a plan to reopen the campus.
- President Kavalhuna provided information on the cost the College would incur to provide health insurance for employees who have been laid-off due to the pandemic.

Motion offered by Trustee Petlichkoff, supported by Trustee McDonald, directing Present Kavalhuna to move forward with maintaining health insurance for

employees laid off due to the COVID-19 pandemic for up to 90 days and not to exceed \$150,000 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).

#### IV. DISCUSSION ITEMS

- A. Proposed Fiscal Year 2020-2021 Budget – Board Report #4555 – Vice President Satkowski

The COVID-19 has required a significant number of revenue and expense reductions to the proposed fiscal year 2021 budget.

Revenue has been proposed based on a 5.5 percent reduction in enrollment, a 10 percent reduction in state appropriations, a 2 percent reduction for property taxes/personal property taxes, and funding reimbursement from the CARES Act. The revenue reduction compared to fiscal year 2020 totals \$6,318,000.

Expenses include reductions in the area of non-personnel costs, such as supplies and travel, a hiring freeze for open positions, a reduction in part-time instruction due to the projected reduction in enrollment, utility cost reductions, and retirements which total \$5,528,000 in reductions.

The proposed budget has a projected surplus of \$3,000.

- B. Proposed Winter 2020 TIF Projects – Board Report #4556 – Vice President Satkowski

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

<b>Project Director Division/Department</b>	<b>Nature of Request</b>	<b>Approved Funding</b>
Jeremy Guc Recruiting and Enrollment Services	Laptops for Admissions Outreach	\$3,480
Karen Schoen Campus Safety	Building M Security Camera Replacement and Upgrade	\$26,729
Anthony Perry Social Science	Lecture Capture Technology Improvements in Social Science Classrooms	\$28,077
Stacy Owen, Nikole Ford, Joe Zitnik Enrollment Services	Call Center Software – Five9	\$47,690
	<b>Total Funds</b>	<b>\$105,976</b>

The Technology Investment Committee held an open meeting on April 3, 2020 to hear presentations from schools/departments requesting funds. The committee recommended these proposals for funding. These projects have also been reviewed by College administration which offers its support. The total value of these TIF projects which the committee is recommending is \$105,976.

**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 8 was offered by Trustee McDonald and supported by Trustee Petlichkoff passed unanimously with the following unanimous roll call vote attached: Ayes – Trustees Lane, McDonald, Meade, Mozip, Petlichkoff, Thorpe and Chair Berry (7); Nays – None (0).

## 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. Cisco Firewalls, Routers, and Interface Cards – Board Report #4557 – Vice President Satkowski

Moved to approve a contract award to Sentinel Technologies, Inc. for \$37,102 for Cisco Firewalls, Routers and Interface Cards as requested by the Cisco Networking Academy program, in accordance with the specifications of Sealed Bid #20799.

2. Intel Core i7 3D Modeling Computer Systems – Board Report #4558 – Vice President Satkowski

Moved to approve a contract award to Canton Computers, Inc., for \$29,147.14 for (20) Intel Core i7 3D Modeling Computer Systems and Displays as requested by the Engineering Technology program, in accordance with the specifications of Sealed Bid #20840.

3. Intel Core i7 Desktop Computer Systems – Board Report #4559 – Vice President Satkowski

Moved to approve a contract award to Canton Computers, Inc., for \$85,192.05 for (92) Intel Core i7 Computer Systems and (50) 22” Displays as requested by the Nursing and Health Careers programs, in accordance with the specifications of Sealed Bid #20841.

**HUMAN RESOURCES**4. Associate Dean, School of Business, Entrepreneurship and Professional

Development – Vice President Gonko

Moved to approve the appointment of Keambra Pierson to the position of Associate Dean, School of Business, Entrepreneurship and Professional Development, at Grade 1, Step 8 of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 7/1/2020.

5. Associate Dean, School of Liberal Arts – Vice President Gonko

Moved to approve the appointment of Robert Yahrmatter to the position of Associate Dean, School of Liberal Arts, at Grade 1, Step 9 of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 7/1/2020.

**BOARD ADMINISTRATIVE SERVICES**

6. Educational Development Administration (EDA) Grant – Vice President Satkowski

Moved to approve the resolution (Attachment A) to apply for grant funding from the Economic Development Administration (EDA) which has released its FY2020 Economic Development Assistance program supplemental funding that includes investments for public works and economic development facilities.

7. Calling for a Closed Session – Chair Berry

Moved to approve the Board of Trustees enter into an electronic closed session as requested by the president, at the business conclusion of the Board of Trustees regular meeting to discuss the president's evaluation pursuant to Michigan Open Meetings Act MCL 15.268 (a).

Leave regular meeting at 8:16 p.m.

Return to regular meeting at 9:56 p.m.

Trustee Meade, Chair of the President's Evaluation Sub-Committee, reported that President Kavalhuna was rated as having exceeded expectations.

8. Calling for a Closed Session – Chair Berry

Moved to approve the Board of Trustees enter into an electronic closed session pursuant to the Governor's Executive Order 2020-75 and in compliance with Section 8(c) of the Open Meetings Act for strategy sessions in connection with the negotiations of collective bargaining agreements on Thursday, May 21, 2020 at 6:00 p.m.

**VI. BOARD OF TRUSTEES BUSINESS**

- A. Requests for Information and/or Future Agenda Items  
None

B. Board Member Commentary

None

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Trustee Lane asked for a moment of silence in memory of Morris Hood, III, former member of both the House of Representatives and Senate, and all those who passed away due to the pandemic.

**VII. FUTURE VIRTUAL MEETING DATES**

A. Thursday, May 21, 2020, HFC Board of Trustees Special Meeting, 6:00 p.m.


B. Monday, June 1, 2020, P-12 Board of Education Finance Committee Meeting, 5:30 p.m.

C. Monday, June 8, 2020, P-12 Board of Education Regular Meeting, 7:00 p.m.

D. Monday, June 15, 2020, HFC Board of Trustees Regular Meeting, 7:00 p.m.

**VIII. ADJOURNMENT**

Motion offered by Chair Berry and unanimously approved by those members present that the meeting be adjourned at 10:00 p.m.



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Mary Lane, Secretary