

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
June 15, 2020**

I. CALL TO ORDER

A virtual meeting (Zoom Webinar #817 5724 9835) of the Henry Ford College Board of Trustees was called to order on Monday, June 15, 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 to approve the following minutes: Regular Meeting, May 18, 2020; Closed Session, May 18, 2020; Special Meeting, May 21, 2020; and Closed Session, May 21, 2020, 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

- Provided information on the College's response to the COVID-19 pandemic and the effect on the educational mission of the College listed below:
 - Summer semester enrollment
 - Work continues for the Return to Campus core and sub-teams on the phased approach to reopen the campus
 - Decisions on how to proceed with face-to-face classes that were paused because they could not be converted to an online format and status of face-to-face classes for the fall will be made soon based on legality and safety
- Provided an update on the virtual Town Hall meeting that was held on Thursday, June 10 to discuss the status of the HFC campus and racial relations. The president stated there were a lot of intense feelings shared at the meeting and he received a lot of feedback. The meeting will be available for viewing on the College website. The president added that the College will try to be a force of change, look at the issues on campus, and lead the College to a place of progress.

IV. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Item 3 was tabled.

C. Action to Approve Action Items

Motion to approve action items 1, 2 and 4 through 7 was offered by Trustee Mozip and supported by Trustee Thorpe passed unanimously with the following 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. Palo Alto Enterprise Firewalls with 3-Year Licenses – Board Report #4560 – Vice President Satkowski

Moved to approve a contract award to AmeriNet for \$401,800.00 for two Palo Alto PA-5250-AC Enterprise Firewalls and associated three-year security software and support subscriptions as requested by the Information Technology Services department, in accordance with the specifications of Sealed Bid #20901-A1.

2. Blanket Purchase Orders for Fiscal Year 2021 – Board Report #4561 – Vice President Satkowski

Moved to approve the Blanket Purchase Order Lists attached to Board Report #4561 for Fiscal Year 2021 in accordance with Board Policy Guidelines.

Secretary Lane asked for information about items on the list totaling \$300,000 in expenses for the College. Vice President Satkowski explained that the list is comprised of different items that one vendor may provide. The blanket order is a means to streamline the payment process and save time and paper handling for employees.

HUMAN RESOURCES

3. Extension of Contracts for Exempt Personnel – President Kavalhuna

Background information: A number of positions at Henry Ford College are non-union, exempt positions (Cabinet, Deans, Human Resources staff, and administrative assistants) and require renewal by the Board of Trustees.

We are recommending that the contracts for all non-union, exempt employees be extended for one year through June 30, 2021.

Recommended motion: Move to approve the contracts of all non-union, exempt

staff personnel be extended for one year through June 30, 2021.

This item was tabled.

BOARD ADMINISTRATIVE SERVICES

4. Proposed Fiscal Year 2020-2021 Budget – Vice President Satkowski

Moved to approve the Proposed Fiscal Year 2020-2021 Budget as presented in Board Report #4555 at the May 18, 2020, Board of Trustees meeting.

5. Proposed Winter 2020 TIF Projects – Vice President Satkowski

Moved to approve the Winter 2020 Technology Investment Fund (TIF) Proposed Projects as presented in Board Report #4556 at the May 18, 2020, Board of Trustees meeting.

6. Summer Gap Advertising Proposal – Board Report #4562 – President Kavalhuna

Moved to approve the Summer Gap Advertising Proposal as presented in Board Report #4562.

Secretary Lane asked if advertising will be targeted to guest students. Executive Director, Rhonda DeLong, replied that they are included in the advertising for the summer and fall.

7. Certification of Appointments 2020-2021 MCCA Board of Directors – Chair Berry

Background information: The MCCA requires each member college to certify, each year in July, its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the college and one member of the college's governing board. Each college board is also required to designate an alternate governing board member.

Moved to approve the designation of the following as representatives to the MCCA Board of Directors for 2020-2021:

Roxanne McDonald – Trustee Director
Hussein Berry – Alternate Trustee Director
Russell A. Kavalhuna – President

V. BOARD OF TRUSTEES BUSINESS

A. Requests for Information and/or Future Agenda Items

None

B. Board Member Commentary

C. None

D. Requests for Information and/or Future Agenda Items

Chair Berry requests travel expenditures (including mileage reimbursements) for the Board of Trustees for the past six years as of January 2015. Vice President Satkowski asked if the information could be provided on a fiscal year basis. Chair Berry responded fiscal years would be fine as long as the requested reporting dates are covered.

Secretary Lane requests the number of paper copies generated by the College for the current fiscal year. She added that this number could be used as a baseline in paper recycling efforts.

E. Board Member Commentary

None

VI. FUTURE VIRTUAL MEETING DATES

- A. Monday, June 22, 2020, P-12 Board of Education Regular Meeting, 7:00 p.m. at the Administrative Service Center, in the Frank Franchi Board Room
- B. Monday, July 20, 2020, P-12 Board of Education Regular Meeting, 7:00 p.m. at the Administrative Service Center, in the Frank Franchi Board Room
- C. Monday, August 10, 2020, HFC Board of Trustees Regular Meeting, 7:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room
- D. Monday, August 17, 2020, P-12 Board of Education Regular Meeting, 7:00 p.m. at the Administrative Service Center, in the Frank Franchi Board Room

VII. ADJOURNMENT

Motion offered by Chair Berry and unanimously approved by those members present that the meeting be adjourned at 7:43 p.m.

Mary Lane, Secretary