

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
August 10, 2020**

I. CALL TO ORDER

A virtual meeting (Zoom #951 7829 8287) of the Henry Ford College Board of Trustees was called to order on Monday, August 10, 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, supported by Trustee Petlichkoff passed with a unanimous roll call vote attached to approve the following minutes: Regular Meeting, June 15, 2020; Special Meeting, June 29, 2020; and Closed Session, June 29, 2020.

III. PRESIDENT'S ITEMS

- Recognized Independence Day and Eid al-Adha
- Wished Erin Yanke, Student Success Navigator, well in her future endeavors
- Congratulated the following employees who are retiring:
 - Kimberly Crambell, Logistics Associate, retiring after 27 years of service
 - Gregory Pudelek, Facilities Engineer, retiring after 42.5 years of service
 - Elaine Saneske, Business Instructor, retiring after 26 years of service
 - Carole Sloan, Health and Physical Education Instructor, retiring after 37 years
- Offered condolences on behalf of the College to the families and friends of:
 - Michael Daher, English Instructor, who passed away on June 26, 2020
 - Bridgett Pizzino, Adjunct English Instructor, who passed away on June 20, 2020
 - Theresa Mozug, Retired Pharmacy Technician Instructor, who passed away on July 30, 2020
- State of the College address will be held virtually on August 25, 2020 at 10:00 a.m.
- Provided an update on what has happened so far and some of the things the College is expecting to do in the future on the issue of racial injustice and the racial climate in our country.

IV. SPECIAL REPORTS

- A. Return to Campus Playbook and COVID-19 Preparedness and Response Plan – Board Report #4563 – President Kavalhuna

Under the leadership of Trustee Roxanne McDonald, Vice President Amy Clark, and Vice President Lori Gonko, a Return to Campus Team was formed in May 2020 to coordinate the College's Return to Campus plan with the MI Safe Start framework. Their work was informed by the Governor's Executive Orders, as well as guidance from the CDC and directives from the Wayne County Health Department.

The Return to Campus effort consisted of a Core Team that guided the process and four subcommittees that expanded and informed the process.

The Core Team included Reuben Brukley, Amy Clark, Kevin Culler, Rhonda DeLong, Holly Diamond, Paul Fisher, Lori Gonko, LaDonna Holley, Edgar Johns, Trustee Roxanne McDonald, Katrina Minnis, Tony Perry, Eric Rader, Karen Schoen, and Susan Shunkwiler. These individuals led the work of four subcommittees:

- Safety and Health subcommittee
- Workplace Reintegration subcommittee
- Communication subcommittee
- Academics subcommittee

Each of the subcommittees devoted much time and effort to generating ideas and recommendations for a safe and effective return to campus. They reviewed best practices and relevant policies and procedures, and they discussed an array of possible approaches. Their hard work culminated in the development of the following resources:

COVID-19 Preparedness and Response Plan

The State of Michigan required the College to develop a COVID-19 Preparedness and Response Plan. This plan describes our safety measures, policies, and procedures for employees, students, and contract workers on our campus. A physical copy of this document is available at the Campus Safety office and the Office of the President. The document will also be online as part of HFC's comprehensive Return to Campus resources detailed below. This plan, as well as all the resources are subject to change as needed.

Return to Campus Phased Approach

The Governor's Executive Order 2020-160 requires that businesses promote remote work to the fullest extent possible until further notice.

Given this requirement, the Return to Campus team developed a phased approach for returning staff to campus. Phases are not date specific. Indicators that will inform phase movement include the Governor's Executive Orders and guidelines from the Centers for Disease Control, Department of Health and Human Services pursuant to the Occupational Safety and Health Act, the World Health Organization, and Wayne County Health Department. Restrictions and protocols will also be adjusted based on state and local guidance.

Vice Presidents have worked with each department within their area of responsibility to develop a department staffing plan appropriate to each phase.

Return to Campus Playbook and Required Training for all On-Campus Employees

The Core Team developed a comprehensive Return to Campus Playbook using a tool called PlaybookBuilder. This interactive online resource and training process includes the following modules, or sections:

1. Background on COVID-19
2. Symptoms of COVID-19
3. COVID-19 Transmission and Spread
4. General Health and Hygiene Rules
5. Infection Prevention Measures
6. HR Procedures and Guidance
7. COVID-19 Absences and Leaves
8. COVID-19 Exposure Protocols
9. Wellness Resources
10. Post-Training Assessment

The first four sections contain general information from the federal Centers for Disease Control and Prevention (CDC). The next six sections are specific to Henry Ford College operations, processes, and regulations.

All employees are required to review the Playbook and complete the Post-Training Assessment.

Other available resources include:

- The **Return to Campus website** (available soon), which will answer additional questions and will contain guidelines, posters, forms, and public information for students and our community.
- A **Safety First coronavirus website**, which is updated regularly with the latest information about best practices for safety, where to get tested, and the College's specific COVID-19 safety measures.
- **The 2020 Student Resources website**, which provides academic and support resources for students.
- **Quick reference guides**. These guides contain information about what to do if someone becomes ill or develops symptoms while on campus.
- **Face masks for every employee**. The College has procured three face masks for each employee, which will be distributed as individuals return to on-site work.
- **On-campus signage**. Various posters and signs are posted on campus directing students and staff to follow official safety procedures.
- **Daily Health Screening Forms**. All employees, students, and visitors must self-assess for COVID-19 symptoms and risk factors each day before entering campus. The form is available electronically and can be accessed from a smartphone, tablet, or computer. For those who do not have a cell phone, tablet, or computer that allows access to use the prescreening form from home, paper screening forms are available in the Campus Safety lobby.

Plans for Fall 2020 Semester

Registration for Fall classes will continue through the start of the Fall semester. We will offer about 70% of our classes fully online, including our new [Live without the Drive](#) real-time format, which we have been promoting to new and current students to encourage enrollment.

Here is the breakdown of classes currently scheduled for Fall 2020:

- 100% online sections = 743 (40%)
- Live Without the Drive 100% online sections = 544 (30%)
- Face-to-face sections 279 (15%)
- Hybrid sections = 251 (14%)
- Off-campus sections (Clinicals, Co-Ops, Internships, etc.) = 21 (1%)

Our enrollment team and others across campus are leading the way toward our Fall goal of 105,180 credit hours. This goal is 5.5% below our enrollment from last Fall. There are many challenges ahead, but our teams are doing everything they can to help us reach our goal. College administrators have encouraged employees to offer suggestions and support for enrollment efforts toward the Strategic Enrollment Management Team's online suggestion form.

President Kavalhuna congratulated and thanked Trustee McDonald, the core team and the sub-committees representing multiple constituencies on how they all came together and exemplified teamwork. We will continue to be nimble with the plan and manipulate it as circumstances dictate due to the pandemic.

Trustee McDonald appreciated all the options offered to the students and felt that the percentage breakdown in the options were appropriate. She thanked the core team for their professionalism and Vice Presidents Clark and Gonko for their excellent leadership. She added that it is a very comprehensive plan that has structures in place to handle unforeseen circumstances.

Trustee Meade commended the committee, especially the composition and writing which was so comprehensive.

Trustee Lane stated when making decisions on trigger dates further down the road, she hopes that we will use multiple and broad measures for recommendations.

Trustee Thorpe was glad that College made the decision early as several big state universities are having to backtrack their original statements and added that the College did not put something out there that turned out to be untrue.

VI. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Item 8

C. Action to Approve Action Items

Motion to approve action items 1 through 7 was offered by Trustee McDonald and supported by Trustee Petlichkoff 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.

BIDS AND CONTRACTS

1. Technical Education Training Equipment, Hampden Engineering – Board Report #4564 – Vice President Satkowski

Moved to approve a contract award to Hamden Engineering Corporation for \$423,737.60 for technology training equipment requested by the Early/Middle College Trade School program in accordance with Quotation #20-0516- Rev1 dated July 29, 2020.

2. Security Camera System – Building M – Board Report #4565 – Vice President Satkowski

Moved to approve a contract award to Security Corporation for \$27,235.39 for the purchase and installation of a Security Camera System for Building M in accordance with Proposal #15401-1-0 dated April 15, 2020.

3. Security as a Service – Incident Response Plan – Board Report #4566 – Vice President Satkowski

Moved to approve an increase in Blanket Purchase Order #B0007879 to Sentinel Technologies in the amount of \$29,600 for the development of a Cyber Security Incident Response Plan in accordance with proposed Addendum #120r1-RS.

HUMAN RESOURCES

3. Staff Recommendations – Vice President Gonko

Moved to approve the following staff appointment:

Heather Snead, Accounting Analyst, Financial Services, Step 4, effective 8/17/2020, 12 months.

4. Manager, Facility Services – Vice President Gonko

Moved to approve the appointment of Natalie Edwards to the position of Manager, Facility Services, at Grade 9, Step 2, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 8/11/2020.

5. Sustainable Energy Coordinator, Facility Services – Vice President Gonko

Moved to approve the appointment of James Pigott to the position of Project and Program Coordinator, Sustainable Energy, Facility Services, at Grade 4, Step 5, of the 2016-2021 Henry Ford Community College Administrators' Association

Salary Schedule, Local 71, 48 weeks, effective 8/11/2020

BOARD ADMINISTRATIVE SERVICES

6. Ratification of the Extension of the 2016-2020 Collective Bargaining Agreement between the Board of Trustees and the Henry Ford College Support Staff Association – Vice President Gonko

Background information: Representatives for the Board and representatives for the Henry Ford College Support Staff Association (HFC-SSA) have reached a tentative agreement extending the 2016-2020 collective bargaining agreement through June 30, 2021.

This agreement was ratified by the HFC-SSA membership on July 23, 2020.

Moved to approve the extension of the 2016-2020 collective bargaining agreement through June 30, 2021 between the Board of Trustees and the Henry Ford College Support Staff Association.

8. 2020-2021 School Reopening Plan – Dr. Glenn Maleyko

Background Information: Beginning May 28th an eighty member Dearborn Public Schools Reopen Committee met six (6) times (virtually) as a group and held several additional sub-committee meetings in their efforts to develop a comprehensive recommendation on how best to start the 2020-2021 school year. On June 30, 2020, the Governor issued Executive Order 2020-142 which requires schools to develop a COVID 19 Preparedness and Response Plan. The Dearborn Reopen Committee took the information from the Governor's order and Return to School Roadmap as a framework for the development of the [Dearborn Public Schools COVID 19 Preparedness and Response Plan](#) and the following recommendations.

On August 6th the COVID 19 Response Plan, with the three recommended options, were presented to the Board of Education at an Open Public Study Session. The three (3) recommended options were as follows:

Recommended Option #1 - Begin the school year fully online for all students with face-to-face learning labs available for social-emotional and academic assistance. Details on the scheduling, staffing, and availability of Learning Labs will be determined if the Board approves this option.

Recommended Option #2 - Begin the school year blended (partial online and partial in-person) for elementary students and 100% online for secondary students with learning labs available for social-emotional and academic assistance available to middle and high school students.

Recommended Option #3 - The third recommendation is to begin the school year blended (partial online and partial in-person) for elementary and secondary students. It is essential to note that given the current requirements for schools to hold in-person instruction during Phase 4 of the State's plan, traditional transportation services may be an issue for this option.

If the Board were to approve this option the District would only be making a

commitment for online learning until October 1, 2020. Depending on several factors, including but not limited to: local and state health conditions throughout the month of August and September; CDC guidelines; Wayne County Health Department recommendations; and the current orders from the State of Michigan; the District would re-evaluate the plan to determine the feasibility of changing the mode of instruction (full in-person, online, or a blended model that combines both).

Trustee Petlichkoff clarify a comment she made at the study session last week saying that if we were to go virtual, the teachers would return to their classrooms to form their teaching lessons. A lot of comments on Facebook say that this was because teachers were not trusted to work from home. Her perspective on her comment is that it is not her role as a Board member to direct the superintendent or the college president on how they manage their day to day operations. She added that it would be useful to have adults in the buildings before the students return to practice pandemic protocols that have been put in place.

Trustee Petlichkoff added that a lot of school districts have suddenly started to shift their school opening plan to this plan and many counterpart districts have made the same decision. We are taking our time to make the decision and being as thoughtful as possible to protect the entire Dearborn community.

Trustee Mozip stated that the District and Board have been on the receiving end of many calls and messages with opposing views. It is not an easy decision to make. He believes this is the right plan at the present time as case numbers in the community and Wayne County are higher than they should be. He believes the recommendation is great and the plan can be reevaluated in a month to see what other districts are doing and how learning labs are proceeding.

Trustee Thorpe clarified that the virtual learning academy option students would be with students and teachers from other schools in the district. He asked Dr. Maleyko to keep information out there on where we currently stand on a more face to face environment. He added that starting face to face and then having to go back online, would be a harder decision.

Trustee McDonald received many calls on how important it is for young children to interact face to face. She added that face to face during the pandemic will be different. Kids will not be doing things they normally do because of the danger and we must be cautious in protecting our children. She would like to see some type of learning lab offered for young children, so they have exposure to other children, perhaps held outdoors.

Trustee Meade stated he feels a face to face plan would not be feasible until there is testing to identify whether students and staff have the virus. It is very important to suppress the spread Covid and with 21,000 students in schools, the only way to identify how we serve the students and teachers is to test them on a regular basis so that everybody is safe.

Superintendent Maleyko stated he knows this is a difficult decision and appreciates the support of the Board. The process provided for a methodical plan that will work for the community. He feels very confident in the work that has gone into the development of the plan. The district will continue to use multiple measuring methods

in making decisions to ensure the health and safety of the community.

Trustee Lane asked for some kind of option for students to switch options midstream. She also asked that plans be made available to parents as soon as possible. Superintendent Maleyko responded large numbers of students switching would cause difficulties that is why an initial commitment is necessary. However, once a commitment is made, he understands that situations may change, and the District try to accommodate individualized situations as they occur.

Chair Berry thanked DFT President, Jane Mazza, for her leadership during this process.

Motion offered by Trustee Meade, supported by Trustee Mozip passed with a unanimous roll call vote attached that the Board approve the Dearborn Public Schools COVID 19 Preparedness and Response Plan under the Governor's Executive Order 2020-142 with approval of recommended Option #1 to begin the school year fully online for all students with face-to-face learning labs available for social-emotional and academic assistance.

VI. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Trustee Mozip offered his deep condolences to those who have lost relatives in the August 4 explosion in Lebanon which affected many people in our community.

Trustee Mozip congratulated the graduates of the Early College.

Trustee Mozip reminded everyone that the census deadline has been extended to October 31. He added that it is very important for the state of Michigan that everyone be counted.

Trustee Petlichkoff reported that the homecoming fundraiser that supports the Fordson Alumni Club was very successful. The Fordson Alumni Club provides an endowed scholarship at the College.

Trustee Lane thanked Trustee Mozip for bringing up the Lebanon explosion. She added that she is very enraged over the corruption in the world. She added that as a

country, we need people who oppose this and insist on good government and hopefully, we will do that on November 3.

VIII. FUTURE MEETING DATES

- A. Monday, August 17, 2020, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room (following the guidelines of the Governor's executive order) and Virtually available live for viewing via YouTube Live: www.youtube.com/dpscommdept, Facebook Live: www.facebook.com/dearbornpublicschools and cable channel (Comcast Dearborn Channel 19 and WOW Channel 15).
- B. Monday, September 14, 2020, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room (following the guidelines of the Governor's executive order) and Virtually available live for viewing via YouTube Live: www.youtube.com/dpscommdept, Facebook Live: www.facebook.com/dearbornpublicschools and cable channel (Comcast Dearborn Channel 19 and WOW Channel 15).
- C. Monday, September 21, 2020, **HFC** Meeting, 7:00 p.m., via Videoconference details to be determined. Check online at www.hfcc.edu/board-meeting-schedule.

IX. ADJOURNMENT

Motion offered by Chair Berry and unanimously approved by those members present that the meeting be adjourned at 9:00 p.m.

Mary Lane, Secretary