

**HENRY FORD COLLEGE BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
January 19, 2021**

**I. CALL TO ORDER**

A virtual meeting (Zoom #931 6139 6526) of the Henry Ford College Board of Trustees was called to order on Tuesday, January 19, 2021 at 7:00 p.m. by Chair Thorpe.

**ROLL CALL**

On roll call, the following were present: Trustees Berry, D'Ambrosio, McDonald, Mozip, Petlichkoff, Watts, and Chair Thorpe. There being a quorum, the meeting was declared in session.

**II. APPROVAL OF MINUTES**

Motion offered by Trustee Berry and supported by Trustee Petlichkoff passed with a unanimous roll call vote attached to approve the Henry Ford College Regular Board of Trustees Meeting on December 14, 2020.

**III. PRESIDENT'S ITEMS**

- Congratulated Chair Thorpe on assuming the gavel.
- Welcomed newly elected Trustee Irene Watts to the Board of Trustees and Trustee Adel Mozip who returned to his seat on the Board for this meeting
- Provided updates on:
  - State of the College meeting on January 6, 2021
  - Relaunch of the HFC Alumni Association
  - State legislators authorized the construction phase of the expansion of the Tech Building Capital Outlay project
  - Launch of the Campus Climate Survey which will be used to address diversity, equity, and inclusion
  - First Friday meeting on January 8, 2021
  - Return to Campus plan
  - Future for Frontliners

**IV. DISCUSSION ITEMS**

- A. Fiscal Year 2021 Mid-Year Budget Adjustment – Board Report #4577 – Vice President Satkowski

Mid-year budget adjustments are required for the initial FY2021 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.

Total revenue is recommended to be increased by \$4.7 million. The largest increase is in state appropriations of \$4.7 million since the appropriations for FY2021 are the same as for FY2020. In April, the College planned for a 20% reduction in state allocations. Tuition for summer is increased by \$750,000, while due to a larger decrease in enrollment for winter 2021, other tuition is reduced by \$947,000. Property taxes have been reviewed and will be increased by \$750,000. Enrollment was budgeted at a decrease of 5.5%. However, fall enrollment decreased by 4% and winter enrollment is anticipated to decrease by 9-10%. Other revenue decreases include investment earnings (rates are down to .4%) and other revenue from space rental such as P-12 use of classrooms.

Expenses have been reviewed and increases for the various categories total \$4.5 million. VESP payment for 22 faculty members is \$1.1 million and takes place in FY2021 versus last fiscal year due to the timing of the offering of the program. Also, since a number of faculty applied for the VESP option after the fall semester, savings for the program is reduced for FY2021 by \$1.1 million. An adjustment is recommended to include the reinstatement of vacant positions that were removed at the start of the year totaling \$1.2 million including fringe benefits. Also, a \$900,000 transfer for the Tech building and IEMP projects has been included as a plant fund transfer.

With the recommended adjustments, the initial net surplus of \$3,000 is adjusted to a revised surplus of \$153,000.

## **V. ACTION ITEMS**

### A. Citizen Participation

John McDonald, President of HFCC Local 1650, addressed the Board on options for the COVID-19 vaccine.

### B. Special Consideration of an Action Item

None

### C. Action to Approve Action Items

Motion to approve action items 1 through 7 was offered by Trustee Berry and supported by Trustee McDonald 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. Laerdal SimPad PLUS Systems – Board Report #4578 – Vice President Satkowski

Moved to approve a contract award to Pocket Nurse Enterprises, Inc. for \$30,194.46 for the purchase of five (5) Laerdal SimPad PLUS Systems and related accessories, software, and monitors requested by the Nursing program, in accordance with the specifications of Bid #21094.

2. Acoem Fixturlaser Smart Machine Checker – Board Report #4579 – Vice President Satkowski

Moved to approve a contract award to Vibralign, Inc. for \$71,315.00 for the purchase of four (4) Fixturlaser Smart Machine Checkers including Balancing Kit upgrades requested by the Early/Middle College Trade School program, in accordance with the specifications of Bid #21136.

3. Siemens SINAMICS S120 Training Cases – Board Report #4580 – Vice President Satkowski

Moved to approve a contract award totaling \$158,370.00 to Electro-Matic Products, Inc. for six (6) Siemens SINAMICS S120 Training Cases requested by the Electrical Technology department, in accordance with Quotation #1818934 dated January 11, 2021.

4. Course Syllabus Management System – Board Report #4581 – Vice President Satkowski

Moved to approve a contract award totaling \$40,850.00 to Intellidemia, Inc. for the Concourse syllabus management system and implementation services, in accordance with Quotation #HFC-01 dated December 14, 2020.

## **HUMAN RESOURCES**

5. Staff Recommendations – Vice President Gonko

Recommended action: Moved to approve the following staff appointments:

Yehia Bazzi, Mathematics Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 6, 10 months, effective

1/6/2021. This is a temporary, full-time assignment for the Winter 2021 semester.

Athalous Tinsely, Plumbing Instructor, School of Business, Entrepreneurship, and Professional Development, MA, Step 8, 10 months, effective 1/6/2021. This is a temporary, full-time assignment for the Winter 2021 semester.

Richard Wyka, Campus Safety Associate, Campus Safety, Step 3, 12 months, effective 1/25/2021.

## **BOARD/ADMINISTRATIVE SERVICES**

### 6. Financial Institution Designations and Practices Resolution – Board Report #4582 – Vice President Satkowski

Moved to approve the Financial Institution Designations and Practices Resolution – Board Report #4582 dated January 19, 2021.

### 7. Calling for A Closed Session

Moved to approve the Board of Trustees enter into an electronic closed session upon conclusion of the business portion of the this regular meeting in compliance with Section 8 (c) of the Open Meetings Act for a strategy session in connection with the negotiations of collective bargaining agreements.

Suspend Regular Meeting: 7:58 p.m. Resume Regular Meeting: 8:46 p.m.

## **VI. BOARD OF TRUSTEES BUSINESS**

### A. Acknowledgements of Correspondence

Chair Thorpe received information today from the HFC Foundation on the relaunch of the Alumni Association.

### B. Board Committee Reports

Chair Thorpe reported that he circulated the committees for the current year to the Board members and the assignments will be finalized at the DPS Board of Education retreat on January 23, 2021.

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

None

#### D. Board Member Commentary

Trustee Petlichkoff stated that the Board was meeting on Tuesday due to the recognition of Martin Luther King Day. She also thanked President Kavalhuna for his attention in reflecting on the observance of every holiday. She added that she hoped people will reflect on what Dr. King's words meant back when he was marching and where we are at today and what we are going to be observing tomorrow in the seating of a new administration in our federal government.

Trustee Petlichkoff stated that the newly elected Board members took their official oath of office at the P-12 Board of Education meeting on January 11, 2021. She thanked all of those who voted in the November election and is happy to continue to be of service.

Vice Chair McDonald acknowledged the very sad milestone of 400,000 lives lost due to COVID.

President Kavalhuna welcomed new employees, Yehia Bazzi, Athalious Tinsley, and Richard Wyka to the College.

### VII. FUTURE MEETING DATES

- A. Saturday, January 23, 2021, **P-12** Board of Education Retreat, 10:00 a.m., virtually via Zoom. Virtually available live for viewing via YouTube: [www.youtube.com/dpscommdept](http://www.youtube.com/dpscommdept), Facebook [www.facebook.com/dearbornpublicschools](http://www.facebook.com/dearbornpublicschools) and cable channel (Comcast Dearborn Channel 19 and WOW Channel 15).
- B. Monday, February 8, 2021, **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 State Law) and Virtually available live for viewing via YouTube: [www.youtube.com/dpscommdept](http://www.youtube.com/dpscommdept), Facebook [www.facebook.com/dearbornpublicschools](http://www.facebook.com/dearbornpublicschools) and cable channel (Comcast Dearborn Channel 19 and WOW Channel 15).
- C. Monday, February 15, 2021, **HFC** Meeting, 7:00 p.m., via Videoconference, details to be determined. Check online at [www.hfcc.edu/board-meeting-schedule](http://www.hfcc.edu/board-meeting-schedule).

### VIII. ADJOURNMENT

Motion offered by Chair Thorpe and unanimously approved by those members present that the meeting be adjourned at 8:47 p.m.

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Adel Mozip, Secretary