

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
November 15, 2021**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, November 15, 2021, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:03 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

A. Motion offered by Trustee D'Ambrosio, supported by Trustee McDonald, passed with a unanimous roll call vote attached that the following minutes be approved:

- Financial Stability Ad Hoc Committee meeting, October 12, 2021
- Audit Committee meeting, October 18, 2021
- Regular meeting, October 18, 2021

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by HFC student, Alayna Kondraciuk. Alayna is a 2021 summa cum laude graduate of Flat Rock Community High School. She chose Henry Ford College over her acceptance at several in-state universities because Henry Ford College is affordable, relatively close to home, and is an excellent transition from high school to college. Alayna was admitted into the Honors Program and is currently taking 17 credit hours, working a part-time job, and is a student representative on the Mirror News advisory board. She plans to transfer to a neighboring university and continue studying Supply Chain Management.

- The men's basketball team is off to a great start this year. The team is currently ranked eighth in the first poll for the 2021-2022 season. The team moved up from the preseason poll ranking of tenth after impressive victories over Owens Community College and Edison State Community College.

- Congratulations to HFC freshman guard Curtis Jackson for being named MCCA Eastern Conference Men's Basketball Player of the Week for the week ending November 6. Jackson had 26 points, 13 rebounds, 16 assists, and ten steals in two games.
- Congratulations to Katrina Minnis, Enrollment Services team member. Katrina has been nominated to serve in the National Society of Leadership and Success at Eastern Michigan University.
- HFC commemorated Veterans Day on November 11 by highlighting support for military veterans and current service members as they transition out of military service back to civilian life.
 - Jessica James (U.S. Navy veteran) and Michael Palmer (U.S. Army veteran) currently attend HFC and shared their stories on their transition from military to civilian life and how the support they received from family, friends, and their community helped them succeed.
 - Also highlighted were Bob James, HFC Faculty member in the BEPD Division, and Nina Denny, HFC Culinary Arts student and President of the HFC Student Veterans Association. Both are mentors in the Dearborn Veterans Treatment Court and work under the guidance of Judge Gene Hunt, 19th District Court, who established the Veterans Treatment Courts in 2018.
 - We also want to acknowledge and thank Gail Bock, Manager of Veterans Services. Gail works with the Veterans Administration to maintain compliance with VA and state regulations. She is also School Certifying Official at the College, which entails assisting veterans, current military service members and their dependents in applying for and using their educational benefits. Additionally, Gail serves as the first point of contact for students who plan to use their military benefits at HFC.
- Congratulations to Nicholas Paseiro, HFC Sustainability Coordinator, for his role in managing the honeybee hives in our partnership with U of M-Dearborn called Bee Connected. The partnership began Spring 2021 with the introduction of four new colonies of honeybees to the space on the U of M-Dearborn campus. The first year will be spent in getting the new hives established and monitoring their health. We hope that starting next summer, students from both our campuses can visit the apiary for hands-on learning experiences relating to hive management, bee research, and more.

IV. PRESIDENT'S ITEMS

- President Kavalhuna provided updates on the following:
 - Strategic Planning Team progress
 - OSHA mandate from the federal government on vaccine requirement
 - Enrollment for the upcoming 2022 winter semester

- Status of the Return to Campus Core Committee
- Thanked Trustee McDonald for the great job she did in her Veterans Day guest video presentation. Trustee McDonald provided a great summation and perspective on the role of supporting veterans.

V. DISCUSSION ITEMS

A. Fall TIF Proposed Project – Board Report #4611 – Vice President Satkowski

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

Project Director Division/Department	Nature of Request	Approved Funding
Nicole Ford-Kondraciuk Enrollment Services	Kiosks for the Welcome Center for to help students connect	\$29,574
	Total Funds	\$29,574

The Technology Investment Committee held an open meeting on October 8, 2021, to hear a presentation from the department requesting funds. The committee is recommending this proposal for funding. This project has been reviewed by the College administration which offers its support. The total value of this project is \$29,574. CARES/HEERF funding will be utilized for this project.

Nicole Ford-Kondraciuk, Assistant Director of Enrollment Services and the Welcome Center, provided an overview of how the kiosks will be utilized to service students when they have questions by interacting with a staff member through a smartboard screen which is voice activated. The kiosk will have a dedicated staff member on hand to answer questions as they arise. Protocols are in place to keep the kiosks sanitized.

B. Financial Stability Ad Hoc Committee Report – Trustee Mozip

Trustee Mozip presented on the work the seventeen-member Financial Ad Hoc Committee has undertaken over the past five months in order to present their four final recommendations to the Board of Trustees. After many discussions a consensus method of making recommendations was agreed upon. The four recommendations: 1) College focus on niche programs and marketing (unanimous high consensus); 2) Remote learning (high consensus); 3) Partnerships and various population segments (high consensus; and 4) Expanding the college's district (low census). Trustee Mozip thanked all the committee members for their hard work on the committee. He added that going forward he would like to find a way to better engage students on College committees. Trustee Berry said that this was great work by the committee and

asked how engaged the community members were on the committee. Trustee Mozip replied that some were involved, some not, there were some absences, there was good dialog, and committee members provided an experienced view on certain areas. Trustee Mozip responded to Trustee Berry's question on whether the community members could now be ambassadors for the College by saying, yes, they could as some of their perceptions have changed. Trustee McDonald asked about next steps. Trustee Mozip requested that the recommendations be shared with the Strategic Planning Team and be incorporated into their plan. Chair Thorpe asked about the definition of international students. Trustee Mozip clarified that these are students who apply and are accepted to a College prior to their travel to the US on a student visa. They have to take at least one (three credit hour) class in-person on campus. Trustee Watts asked what data was used to identify new programs of study. Trustee Mozip replied that data was not used, programs were identified by perceptions of committee members who are familiar with those fields. Trustee Petlichkoff requested that Vice President Nealon present on what programs we currently have and what programs we need to promote. Trustee Watts said taking into consideration the current employee shortages, there could be many more program areas.

In going forward with the fourth recommendation, Trustee Mozip stated there are gray areas that need to be sorted out before proceeding. He questioned whether the College is part of a P14 district or a community college in itself. Trustee Petlichkoff responded the College is a P14 district and does not fall under the Michigan Community College Act. Trustee Mozip stated that discussion is necessary in order to increase tax base revenue as it is below other Michigan community colleges. After further discussion, President Kavalhuna stated that he would think through this issue and communicate with Chair Thorpe for clarity and a recommendation for the best way to communicate this information to the Board of Trustees.

C. Hiring and Board Approval – Chair Thorpe

Chair Thorpe stated that this discussion started at the P12 Board meeting last week and is due to timing issues on approval of hires between the regularly scheduled Board meetings. President Kavalhuna reviewed current policies in place regarding hiring with the Board. Discussion ensued on whether this should be a Policy Committee discussion, whether the hires are for current or created positions, and developing parameters that would make the Board comfortable with any changes in the hiring process. President Kavalhuna stated he is not ready with a proposal on this issue.

VI. ACTION ITEMS

A. Citizen Participation

Eric Rader, representing Local 1650, spoke on COVID protocols on campus.

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion to approve action items 1 through 9, offered by Trustee McDonald, supported by Trustee Petlichkoff, passed with a unanimous roll call vote attached.

Trustee Mozip asked why items 4 and 5 were sole source awards. Fred Steiner, Director of Purchasing, stated the vendors for these two items were identified as sole source by their respective area leads due to specificity of what is needed and full vetting of and research on the vendor. When projects are bid out, the bids may come in lower, however, the product that they provide does not meet the requirements of the department.

Trustee Mozip stated that going forward he would like to see projects go through the bid process rather than issuing sole source awards.

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.

None

BIDS AND CONTRACTS

1. Intel Core i7 Desktop Computer Systems – Board Report #4612 – Vice President Satkowski

Moved to approve a contract award to Sehi ComputerProducts, Inc. for \$129,987.00 for one hundred thirty-two (132) Intel Core i7 Desktop Computer Systems as requested by the School of Business, Entrepreneurship, and Professional Development in accordance with the specifications of Bid #21572.

2. Honors Collaboration Lounge – Board Report #4613 – Vice President Satkowski

Moved to approve a contract award totaling \$163,742.00 to PGC Development, LLC for the Honors Collaboration Lounge Project as requested by Facilities

3. Office Furniture for the Mirror News – Board Report #4614 – Vice President Satkowski

Moved to approve a contract award to NBS CommercialInteriors for \$46,624.38 for the purchase and installation of office furniture for The Mirror News, as requested by Facility Services, in accordance with Quote#340964 dated September 16, 2021.

4. TelVue InfoVue Digital Signage System – Board Report #4615 – Vice President Satkowski

Moved to approve a contract award to TelVue Corporation for \$48,927.50 for an InfoVue Digital Signage System requested by the Office of Marketing and Communications, in accordance with Quote#:Q-014260 dated October 27, 2021.

5. Cybersecurity Software Platform – Board Report #4616 – Vice President Satkowski

Moved to approve a contract award to KnowBe4, Inc. for \$75,438.00 for a 42-month software subscription to a Cybersecurity Software Platform as requested by the Information Technology Services department, in accordance with Quote #Q-323835 dated October 25, 2021.

HUMAN RESOURCES

6. Staff Appointments – Vice President Gonko

Moved to approve the following staff appointments:

Lynn Burke, Business Instructor, School of Business, Entrepreneurship, and Professional Development, MA, Step 8, effective 10/8/2021. This is a temporary, full-time assignment for the remainder of the Fall 2021 semester.

Alisha Burmeister, Accounting Associate, Student Accounts, Step 3, 12 Months, effective 11/16/2021.

Brittni Cano, Academic Affairs Assistant, Academic Services and Library, Step 3, 12 Months, effective 11/17/2021.

Sophia Jackson, Facilities Associate I, Facility Services, Step 1, 12 Months, effective 11/16/2021.

Derrenna Moon, Facilities Associate I, Facility Services, Step 4, 12 Months, effective 11/16/2021.

7. Coordinator of Business Intelligence, Institutional Research – Vice President Gonko

Moved to approve the appointment of Mark Rowland to the position of Coordinator of Business Intelligence, Institutional Research, at Grade 5, Step 1, of the 2021-2022 Local 71 Administrators' Salary Schedule, effective 11/16/2021.

BOARD-ADMINISTRATIVE SERVICES

8. Board of Trustees Policy Updates – President Kavalhuna

Background information: On September 20, 2021, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the Academic Integrity policy.

Moved to approve the changes to the Academic Integrity policy.

HUMAN RESOURCES

9. Customer Relationship Manager, Admissions and Recruiting – Vice President Gonko

Moved to approve the appointment of Lisa Phillip to the position of Customer Relationship Manager, Admissions and Recruiting, at Grade 8, Step 3, of the 2021-2022 Local 71 Administrators' Salary Schedule, effective 11/16/2021.

VII. BOARD OF TRUSTEES BUSINESS

- A. Acknowledgements of Correspondence

None

- B. Board Committee Reports

Trustee Berry reported that the Policy Committee met prior to the Board meeting and discussed rescinding nine employment policies due to moving them into the employee handbook. Vice President Clark will email the policies discussed to all the Trustees. Further discussion will take place on these policies by the Policy Committee and then brought forward to the full Board.

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

Trustee Mozip asked if the DEI report that was presented in a small group

meeting will be shared with the full Board. President Kavalhuna responded that the meeting link was shared with all Trustees for viewing. He added that much of what was presented has been implemented and the College is in the final stages of preparing a document that outlines the process to be posted on our website. President Kavalhuna will schedule a presentation at an upcoming Board meeting.

Trustee Watts requests the percentage of students attending the College with an intellectual or developmental disability.

D. Board Member Commentary

Trustee Mozip reported that he, Trustee Berry, and Chair Thorpe, attended a MASB conference last week. Although the conference was geared towards the P12 district, some of the items also relate to the College. He added that it was time and money well spent and they will debrief at the P12 meeting next month.

Trustee Mozip wished everyone a Happy Thanksgiving.

Trustee McDonald said that Kevin Dewey did a great job with musical performances at the Dearborn Allied War Veterans event.

Chair Thorpe, on behalf of the Board of Trustees, wished everyone a Happy Thanksgiving.

VIII. FUTURE MEETING DATES

- A. Monday, December 6, 2021, P-12 Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, December 13, 2021, HFC Board of Trustees Policy Committee Meeting at 5:30 p.m., at the Administrative Services and Conference Center in the Cabinet Conference Room.

IX. ADJOURNMENT

Motion offered by Chair Thorpe and unanimously approved by those members present that the meeting be adjourned at 9:08 p.m.

Adel Mozip, Secretary