

**HENRY FORD COLLEGE  
BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
December 13, 2021**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, December 13, 2021, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:05 p.m. by Chair Thorpe.

**ROLL CALL**

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

**II. APPROVAL OF MINUTES**

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

- Policy Committee meeting, November 15, 2021
- Regular meeting, November 15, 2021
- Special meeting, December 7, 2021
- Closed session, December 7, 2021

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

Recognition and acknowledgement items were read by HFC student, Hannah Daniel. Hannah lives in Dearborn and was home schooled. She graduated in 2017 and started attending classes at HFC during the winter 2018 semester. She is currently studying Studio Art and is a member of the Honors program.

- Congratulations to Dr. Ruth Haller. Ruth successfully defended her dissertation, "Spiritual Maternity and Religious Identity in Early Modern England" to complete her PhD in English from Wayne State University.
- Congratulations to the following nursing students who were awarded scholarships from the National Arab American Nurses Association (NAANA):
  - Raghda Alhousseini
  - Aida Alnassiri

– Mariam Ajrouche HFC-EMU Collaborative

The students were honored at the annual NAANA Angel of Mercy Dinner in October.

- Congratulations to men’s basketball player, Gary Solomon, for being named Eastern Conference Player of the Week for the week ending November 20. The sophomore guard scored 59 points, 21 rebounds, nine assists, and one steal in two games for the Hawks.
- The Hawks have moved up to 13<sup>th</sup> in the NJCAA Division 2 Men’s Basketball Poll for the week beginning December 6. This marks the third straight week the men’s basketball team has received a national ranking.

**IV. PRESIDENT’S ITEMS**

- President Kavalhuna asked for a moment of silence in remembrance of HFC teammate, Tamika Hister, who passed away. Information on a candlelight vigil to be held in Tamika's memory this Friday at 5:30 p.m. will be forthcoming.
- Provided an update on the security of the College campuses due to concerns related to the recent high school mass shootings.
- Congratulated Dr. Susan Shunkwiler, Dean of the School of Health and Human Services, on her retirement at the end of the year. Dr. Shunkwiler will be greatly missed.

**V. DISCUSSION ITEMS**

A. Strategic Plan 2022-2024 – Board Report #4617  
President Kavalhuna

<b>Strategic Priority 1:</b> <b>ACCESS</b> <i>HFC will increase enrollment and improve college readiness especially for underrepresented and historically underserved student populations.</i>	Goal 1: Increase enrollment of Black/African American students by 25% and double the enrollment of Hispanic students within two years.
	Goal 2: Increase enrollment of underrepresented student populations in programs leading to high-opportunity outcomes, especially in STEAM, Health Sciences, and Skilled Trades.
<b>Strategic Priority 2:</b> <b>RETENTION</b> <i>HFC will achieve improved and</i>	Goal 1: Increase the percentage of first-time, full-time students who earn 24+ credits in their first year from 52% to 60% and increase the rate of part-time students who earn 15+ credits in their first year from 10% to 25%.

equitable retention rates for all students through proactive, student-focused supports and intervention programs.	Goal 2: Decrease the percentage of Ds, Es, Withdraws, and Incompletes (DEWI rates) in college-level gateway courses by 15% across all student populations.
<b>Strategic Priority 3: COMPLETION</b> <i>HFC will increase credential attainment and close completion equity gaps across all student populations.</i>	Goal 1: Increase the total number of certificates and degrees awarded by 20% over two years while raising the institutional Graduation Rate towards 15%.
	Goal 2: Reduce time to credential attainment while decreasing the overall number of excess credits students complete by 20%.
<b>Strategic Priority 4: TRANSFER</b> <i>HFC will achieve improved and equitable results for all students regarding successful and seamless transfer to either advanced study or a career.</i>	Goal 1: Increase the number of transfers to 4-year colleges and universities within three years of starting at HFC by 20%.
	Goal 2: Increase the percentage of students completing an Associate degree or other credential at HFC before transferring to another 4-year college or university from 35% to 45%.

Members of the Strategic Planning Team provided a slide presentation which outlined each strategic priority along with the goals related to the priority. Data that was used in developing the plan was also included in the presentation. If the plan is approved, the next step will be a deeper dive into additional detailed data followed by working with academic areas, Student Affairs, and other departments, on projects to move the needle forward and make progress on the goals that have been set. The plan will be posted on the College website and will include a dashboard charting progress on the goals.

Trustee Petlichkoff stated that the plan is setting forth a vision and generic enough that everyone can contribute to achieving the goals. All employees should ask themselves if what they are doing fits in with the Strategic Plan.

Trustee McDonald stated that the document should be used as a guiding light for employees to see if what they do every day fits in with pieces of the Strategic Plan. This will guide them to be successful.

Trustee Watts thanked the Team and said that as a first-generation college student herself she found it difficult to navigate through the process. She asked what percentage of our students are first-generation. She also asked if the College could consider the component of mental health of students when looking

at what caused them to be unsuccessful in College.

Trustee Mozip thanked the Team. He struggles to comprehend why we lose students to nearby institutions. While some students respond that HFC is more rigorous as a reason for going to another institution, other responses identify processes being more difficult to get through at HFC. This should lead the College to make our processes as seamless as possible and focus on academic success.

He thanked the Team for focusing on African American and Hispanic students which was also a focal point for the Financial Stability Ad Hoc Committee. He asked if the College Mission Statement was reviewed as it is too long. President Kavalhuna responded that the Team did initially speak on the Mission Statement; however, continuing to do so would have taken time away from meeting the deadline for the plan.

Trustee Berry thanked the Team for all their hard work and time dedicated to developing the plan.

Chair Thorpe thanked the Team, stating they did a thorough job within a short deadline to reach their goals.

## **VI. ACTION ITEMS**

### **A. Citizen Participation**

Jeff Morford, Math Instructor and incoming Internal Vice President of Local 1650, spoke on the College COVID response.

### **B. Special Consideration of an Action Item**

None

### **C. Action to Approve Action Items**

Motion to approve action items 1 through 7, offered by Trustee McDonald, 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.**

None

## **BIDS AND CONTRACTS**

1. Campus Digital Display Board System – Board Report #4618  
Vice President Satkowski

Moved to approve a contract award to Thalner Electronic Laboratories, Inc. for \$65,220.88 for a Campus Digital Display Board System requested by the Office of Marketing and Communications, in accordance the specifications of Sealed Bid #21584.

2. Office Furniture for the Honors Collaboration Lounge – Board Report #4619  
Vice President Satkowski

Moved to approve a contract award to NBS Commercial Interiors for \$36,929.36 for the purchase and installation of office furniture for the Honors Collaboration Lounge, as requested by Facility Services, in accordance with Quote #341168 dated December 3, 2021.

3. Olympus Microscopes – Board Report #4620  
Vice President Satkowski

Moved to approve a contract award to Olympus America, Inc. in the amount of \$26,245.90 for the purchase of (14) Microscopes #SZ5145 and (2) Microscopes #CX23RTFS2 requested by the Biological Sciences Department, in accordance with Olympus Quote # QT-U1335850 dated November 30, 2021.

## **HUMAN RESOURCES**

4. Staff Appointments  
Vice President Gonko

Moved to approve the following staff appointments:

Mary Ann Cherenzia, Nursing Instructor, School of Health and Human Services, PhD, Step 8, 10 Months, effective 1/5/2022.

Peter Kiser, Energy Technology Instructor, School of Business, Entrepreneurship and Professional Development, LMA, Step 8, 10 Months, effective 1/5/2022.

Veronica Kooy, Academic Affairs Assistant, School of Liberal Arts, Step 2, 12 Months, effective 12/14/2021.

Sarah Plecha, Biology Instructor, School of Science, Technology, Engineering, and Mathematics, PhD, Step 8, 10 Months, effective 1/5/2022.

Massimo Pizzino, Electronical Technology Instructor, School of Business, Entrepreneurship and Professional Development, LMA, Step 5.5, 10 Months, effective 1/5/2022. Mr. Pizzino was temporary, full-time during the Fall 2021 semester.

Maureen Webster, Counselor, Assisted Learning Services, PhD, Step 8, 10 Months, effective 1/5/2022. This a temporary, full-time assignment for the Winter 2022 semester.

Halley Willard, Logistics Associate, College Store, Step 2, 12 Months, effective 1/3/2022.

Brendon Vincent, Library Associate II, Library, Step 2, 12 Months, effective 12/15/2021.

5. Coordinator – Henry Ford Middle College Trade School, School of Business Entrepreneurship and Professional Development  
Vice President Gonko

Moved to approve the appointment of Ledgra Johnson, to the position of Coordinator – Henry Ford Middle College Trade School, School of Business, Entrepreneurship and Professional Development, at Grade 5, Step 4, of the 2021-2022 Local 71 Administrators' Salary Schedule, effective 12/14/2021.

6. Compensation Specialist, Office of Human Resources  
Vice President Gonko

Moved to approve the appointment of Gaadeh Abou-Arabi, to the position of Compensation Specialist, Office of Human Resources, at Grade 3, Step 3, of the 2020-2021 Exempt Human Resources Management Salary Schedule, effective 1/3/2022.

## **BOARD-ADMINISTRATIVE SERVICES**

7. Approval of Policy Updates/Changes - Board Report 4621  
Dr. Glenn Maleyko, Mr. David Mustonen

Background Information: The Board Policy Committee reviewed policy updates at their meeting on November 8, 2021. The information from that meeting and the committee's recommendations were discussed by the entire Board at the December 6, 2021, Board of Education meeting. The Board can now take formal action on the policy discussed at the December 6, 2021, Board of Education meeting. The Board was in favor of the following update: Bylaw 0.167.1 – Voting.

Moved that the Board of Education approve the Policy as stated in Board Report 4621, discussed at the December 6, 2021, Board of Education meeting. The Board was in favor of the following update: Bylaw 0.167.1 – Voting.

## **VII. BOARD OF TRUSTEES BUSINESS**

### **A. Acknowledgements of Correspondence**

None

### **B. Board Committee Reports**

Chair Thorpe reported that the Foundation Board met and provided scholarship and grant updates. The Foundation is ready to formally move forward with the Capital Campaign in 2022.

President Kavalhuna reported on behalf of the Policy Committee which met prior to the Board meeting. The committee discussed the policies that administration proposed be rescinded during their November committee meeting. These policies were distributed to the full Board for review and questions. The next step is to add these policies as a discussion item at the January meeting and an action item at the February meeting. The committee is also evaluating allowing administration hiring authority. President Kavalhuna will provide a proposal at the January Policy Committee meeting which allows administration some liberty in hiring which will be limited to either job title or salary.

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

Trustee Mozip asked for a report or presentation to respond to Jeff Morford's citizen's commentary on the College's COVID response. Trustee Petlichkoff asked if the College is aware of what other community colleges are doing on this issue. President Kavalhuna responded that he has outlined the procedures on masking and distancing, etc., of what other educational and citizen facing institutions are doing. The College website has links to this information; however, he would provide a plenary review of this information if requested to do so at an upcoming meeting.

### **D. Board Member Commentary**

Trustee Mozip stated that the state legislature is mandating in-person meetings which will prohibit any virtual citizen commentary. Trustee Mozip commended the administration on steps being taken to ensure the College is ready should an unfortunate shooting incident occur on campus. He added that the state of

Michigan should reevaluate their gun laws. He concluded by wishing everyone happy holidays and an enjoyable break.

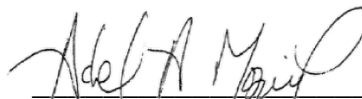
Trustee Thorpe stated that it has been a very challenging year and thanked everyone for their support of students and their colleagues.

## VIII. FUTURE MEETING DATES

- A. Monday, January 10, 2022, **P-12** Policy Committee Meeting, 5:30 p.m., at the Administrative Service Center in Room 12.
- B. Monday, January 10, 2022, **P-12** Organizational Meeting, 6:45 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- C. Monday, January 10, 2022, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- D. Tuesday, January 18, 2022, **HFC** Policy Committee Meeting, 6:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room.
- E. Tuesday, January 18, 2022, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room

## IX. ADJOURNMENT

Motion offered by Chair Thorpe and unanimously approved by those members present that the meeting be adjourned at 8:39 p.m.

  
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Adel Mozip, Secretary