

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

**I. CALL TO ORDER**

A virtual meeting (Zoom #988 4188 5025) of the Henry Ford College Board of Trustees was called to order on Monday, March 15, 2021 at 7:07 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 D'Ambrosio passed with a unanimous roll call vote attached to approve the Minutes of the Henry Ford College Board of Trustees regular meeting on February 15, 2021.

**III. PRESIDENT'S ITEMS**

- Recognized the following employees who retired:
  - Sheryl Bieniak, Accounting Clerk (Part-Time), Financial Services, 6 years of service, effective 6/30/2021.
  - Michelle Miller, Facilities Associate, Facility Services, 21 years of service, effective 3/15/2021.
  - Debra Szymanski, Dean, School of Health and Human Services, 38.5 years of service, effective 12/31/2020.:
- Return to Campus subgroups continue to meet to review factors to help them to decide when to move to Phase IV of the Return to Campus plan.
- The College has received Coronavirus Response and Relief Supplemental Appropriation (CRRSA) funds and a system has been put in place for students to request funding.

**IV. SPECIAL REPORTS**

- A. Why Dearborn Sings – Vice President Nealon

Vice President Nealon introduced Kevin Dewey, Director of Choral and Instrumental Music, who provided information on the process of producing a big video with HFC vocal and instrumental musicians collaborating with vocal and instrumental musicians from the three Dearborn public high schools. The video will be released on YouTube on Tuesday, March 23 at 7:00 p.m. There have been almost 250 submissions of the song “Why Dearborn Sings” a version of the song, “Why We Sing” and 13 have been produced so far. Mr. Dewey provided a video clip of “Why Dearborn Sings” performed by HFC and DPS vocal and instrumental music staff which was produced as an inspiration for the students. Mr. Dewey thanked Jeremy Palmer who does the final audio mastering and video production.

## **V. DISCUSSION ITEMS**

### **A. Purchasing Procedures for Coronavirus-Related Purchases** – Board Report #4583 – Vice President Satkowski

The Purchasing Director requests approval for a new, temporary policy to govern the procurement of goods and services needed by the College specially for its response to the novel coronavirus (COVID-19) pandemic.

Due to the world-wide impact on supply and logistics chains caused by the COVID-19 pandemic, availability of many essential products remains scarce and unpredictable. The College has encountered higher prices, shortages, and shipping delays for products as varied as personal protection equipment, cleaning supplies, computer hardware (especially laptops, Chromebooks, central processors and memory), machine tools, scientific equipment, and motor vehicles and parts. Oftentimes, a supplier’s inventory for certain products will change with little or no advance notice. Suppliers and distributors show that items are in stock when Purchasing staff research products or solicits bids; however, by the time the purchase order gets approved and issued, the product is no longer available. Supply problems are particularly acute for items assembled in or containing parts from Asia. Both manufacturers and logistics companies (trucking and ground delivery, air freight, cargo ships, containers) continue to struggle with personnel shortages and capacity restrictions due to COVID-19 regulations or effects. These factors lead to market distortions. Organizations must act nimbly and decisively to secure necessary equipment and supplies. HFC’s current purchasing policies and procedures are designed to be deliberate and methodical, but they are ill-suited for procuring vital products in the current economic and business environment. Any reduction in order processing time will be valuable.

The attached policy (Attachment A) will allow the College the option to substitute Federal procurement guidelines in place of current Board and College policies and procedures under certain conditions. This new policy will

apply only to purchases funded by COVID-19 relief grants, including but not limited to the CARES Act. HFC Purchasing will follow current Federal procurement guidelines that are incorporated in the attached HFC Purchasing Policy for Federally Funded Purchases (Attachment B). In effect, HFC will operate under current Federal procurement guidelines when purchasing goods or services funded entirely by federal grants related to coronavirus aid and relief. The College will provide the Board with monthly reports of all expenditures made under this policy.

President Kavalhuna reported on behalf of the Board of Trustees Policy Committee which met prior to this meeting. The Policy Committee met to determine whether these recommended procedures were a change in policy or temporary emergency guidelines. It was determined by the Policy Committee that these procedures are directly related to COVID related purchases and funded by restricted COVID relief funds (CRF) and therefore were deemed temporary emergency guidelines. All other purchases continue to follow the purchasing policy (2450) currently in place. These guidelines will be reviewed at the August 9, 2021 Board of Trustees regular meeting to determine if an extension is needed.

Motion offered by Trustee Berry and supported by Trustee McDonald to modify the administrative guidelines for purchasing that accompany Purchasing Policy 2450 and establish guidelines for purchases procured with COVID Relief Funds (CRF) and follow the federal procurement guidelines was approved with the following roll call vote attached: Ayes – Trustees Berry, D’Ambrosio, McDonald, Mozip, Petlichkoff, Watts and Chair Thorpe (7); Nays – None (0). This decision

## **V. ACTION ITEMS**

### A. Citizen Participation

None

### B. Special Consideration of an Action Item

None

### C. Action to Approve Action Items

Motion to approve action items 1 through 5 was offered by Trustee Berry 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. HPE ProLiant #L360 Servers – Board Report #4584 – Vice President Satkowski

Moved to approve a contract award to Howard Industries, Inc. for \$127,236.00 for twelve (12) HPE ProLiant DL360 Gen 10 Servers as requested by the Information Technology Services department, in accordance with the specifications of Bid #21178.

2. Disaster Recovery as a Service – Board Report #4585 – Vice President Satkowski

Moved to approve an increase in the total amount of PO #B0007882 to \$96,000 for a Disaster Recovery as a Service (DRaaS) program from Sentinel Technologies, Inc.

## **HUMAN RESOURCES**

3. Moved to approve the following staff appointments:

Connor Charette, Campus Safety Associate, Campus Safety, Step 2, 12 Months, effective 3/22/2021.

Martina Jones, Campus Safety Associate, Campus Safety, Step 3, 12 Months, effective 4/1/2021.

Gaylin Moore, Department Secretary, Academic Advising, Step 3, 12 Months, effective 3/16/2021.

4. Construction and Project Coordinator, Facility Services – Vice President Gonko

Moved to approve the appointment of Tanusree Coomar to the position of Construction and Project Coordinator, Facility Services, at Grade 4, Step 5, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 3/16/2021.

5. Assistant Director of Performance, Development, and Engagement, Human Resources – Vice President Gonko

Moved to approve the appointment of Tracye Davis, to the position of Assistant Director of Performance, Development and Engagement, Human Resources, at Grade 1, Step 5, of the 2020-2021 Exempt Human Resources Management Salary Schedule, effective 3/29/2021.

## **BOARD/ADMINISTRATIVE SERVICES**

None

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

#### A. Acknowledgements of Correspondence

None

#### B. Board Committee Reports

Policy Committee remarks provided in Discussion Items portion of agenda.

Trustee Mozip reported that welcome letters with initial meeting date options will be sent to the Board of Trustees Ad Hoc Committee this week. He will have more to present at the April meeting.

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

None

#### D. Board Member Commentary

President Kavalhuna stated he is confident he will be ready to accomplish a meeting modality similar to the DPS meeting last week when directed to do so by the Board of Trustees.

Trustee McDonald said Happy Women's History Month to everyone. She also thanked President Kavalhuna for providing a synopsis of holidays and celebrations. She was excited to see Deb Haaland confirmed as the first Native American Interior Secretary.

Trustee Petlichkoff stated Dearborn is offering COVID vaccines at the Ford Community and Performing Arts Center for those who reside in Allen Park, Dearborn Heights, Garden City, and Melvindale, are over 50 with comorbidities; over 65; or those who are caregivers for someone in their household.

President Kavalhuna welcomed new employees, Martina Jones, Tammi Coomar, and Tracye Davis to the College.

Trustee Watts stated that Meijer is offering walk-up COVID vaccines on March 22 from 9:00 a.m. to 5:00 p.m.

## VII. FUTURE MEETING DATES

- A. Monday, April 12, 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).
- B. Monday, April 19, 2021, **HFC** Meeting, 7:00 p.m., details to be determined.

## VIII. ADJOURNMENT

Motion offered by Chair Thorpe and unanimously approved by those members present that the meeting be adjourned at 8:26 p.m.

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Adel Mozip, Secretary