

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

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order in person on Monday, April 19, 2021, at the Dearborn Schools Administrative Service Center in the Frank Franchi Board Room and virtually via Zoom meeting #965 3593 7335 at 7:01 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 unanimously to approve the Minutes of the Henry Ford College Board of Trustees regular meeting and Policy Committee meeting on March 15, 2021.

**III. PRESIDENT'S ITEMS**

- Thanked Superintendent Maleyko and his team for their hospitality and network support in allowing the College to use their Board meeting room this evening.
- Recognized National Arab Heritage Month which celebrates the heritage and culture of Arab Americans and Arab-speaking Americans and their contributions to our country.
- Acknowledged Administrative Professional's Day by thanking all those who serve in administrative professional roles for the support they provide in making those in leadership roles successful.
- Asked that the Board not act on agenda item number eight.
- Updated the Board of Trustees on the distribution of the second round of CARES funding for students.
- Congratulated the HFC Hawks men's basketball team on being the NJCAA Division II champs. The Hawks will be participating in the Division II national playoffs in Danville, Illinois this week.

**IV. DISCUSSION ITEMS**

A. Winter 2021 TIF Proposed Projects – Board Report #4568 – Vice President Satkowski

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

<b>Project Director Division/Department</b>	<b>Nature of Request</b>	<b>Approved Funding</b>
Amy Paik and Charles Irish Chemistry/STEM	Update and replace 25 computers, monitors, and software in J-014 to support students in Chemistry, Science and Pre-engineering programs	\$36,625
Paul Root and James Smith Chemistry, Physical Science/STEM	Update equipment to provide Physics students with modern laboratory equipment and technology commonly used by industry and four-year institutions. Equipment includes: 14 Pasco Comprehensive 850 Electromagnetism Bundles; 14 Pasco Comprehensive 850 Waves, Optics, and Thermodynamics; 14 Pasco Basic Optics Systems; and 14 Pasco Brewster's Angle Accessories.	\$87,887
Vinita Parekh Speech, Communications and Media/SOLA	Computer Technology/ Media Carts with Laptops. Equipment includes two laptop carts, 48 laptops, and two laptop charging carts for two Speech classrooms.	\$19,900
	<b>Total Funds</b>	<b>\$144,412</b>

The Technology Investment Committee held a meeting on March 5, 2021 to review requests for funds. The committee is recommending the approval of the projects. The projects have also been reviewed by College administration which offers its support. The total value of the TIF projects for which the committee is recommending is \$144,412 funded with TIF Funds.

B. Fall 2021 Tuition Adjustment – President Kavalhuna

President Kavalhuna introduced Vice President Satkowski who provided data in support of the request to raise tuition 4.6%. Data provided: HFC Tuition Rates and Tuition Assistance spreadsheet; HFC Historic Changes in College Tuition and Fees; MCCA In-District Comparison of Tuition Rates – FY2021; MCCA Out-of-District Comparison of Tuition Rates – FY2021; HFC Budget Forecast FY2020-FY2024; and similar size Michigan community college mills generated revenue comparison schedule.

Discussion included support of the increase due to tuition assistance being provided for students and the possibility of caps on tuition due to State sanctioned free college programs; moving forward with tuition increases in line with inflation on a yearly basis instead of increasing tuition at a higher rate when necessary due to budgeting; students attending HFC due to the value the College provides which includes many wrap-around services; whether free college is a certainty and if so, assuming HFC will participate; concern for College's reputation as the marketing budget was just increased and are now asking to raise tuition; what happens when tuition assistance is no longer available for students; scholarships are available and more readily applied for to assist students; free college is not free for the College; we have to take into consideration the quality of our programs; penalty for violating State caps on tuition will be high; and looking at ways to cut costs at the College rather than putting the burden on students only.

## **V. ACTION ITEMS**

### A. Citizen Participation

None

### B. Special Consideration of an Action Item

Item 8 pulled.

### C. Action to Approve Action Items

Motion to approve action items 1 through 9, with the exception of item 8, was offered by Trustee McDonald and supported by Trustee Berry passed unanimously.

Trustee Petlichkoff would like to welcome Foundation Board nominee State Representative Tyrone Carter. From his bio, he sounds like a great addition to the Board.

Chair Thorpe added that we are happy to have State Representative on our Foundation Board.

Trustee McDonald stated that State Representative Carter is an inspirational speaker and has done a lot for the College already.

President Kavalhuna welcomed the following new hires who were attending the meeting via Zoom: Nicholas Baran, Heather Khanna, Jessica Mahoney, Jermaine Reese, Eng Hong (Michael) Sin, and Sara Maier.

Trustee Berry met State Representative Tyrone Carter over ten years ago and stated that the 6<sup>th</sup> District was well represented by him. He added that Representative Carter is very involved in the community, does so much for our youth and is always just a phone call away.

- 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. Cisco Networking Equipment – Board Report #4587 – Vice President Satkowski

Moved to approve a contract award to ConvergeOne, Inc. for \$41,145.36 for Cisco Networking Equipment as requested by the Early/Middle College Trade School program, in accordance with the specifications of Bid #21221.

2. Concrete Sidewalk Repairs – Board Report #4588 – Vice President Satkowski

Moved to approve a contract award to Brencal Contractors, Inc. for \$289,421.00 for the Concrete Sidewalk Repairs project in accordance with the specifications of Bid #21223.

3. Shuttle XPC Desktop Computers – Board Report #4589 – Vice President Satkowski

Moved to approve a contract award to Insight Public Sector, Inc. for \$44,392.05 for forty-five (45) Shuttle XPC Slim Desktop Computers as requested by the Computer Information Systems program, in accordance with the specifications of Bid #21246.

4. Puritan Bennett 980 Ventilator – Board Report #4590 – Vice President Satkowski

Moved to approve a contract award totaling \$54,445.00 to Medtronic, Inc. for one (1) Puritan Bennett 980 Package requested by the Respiratory Therapist program, in accordance with Quote #1603638 dated March 25, 2021.

5. Amatrol Mechanical Learning Systems – Board Report #4591 – Vice President Satkowski

Moved to approve a contract award totaling \$57,336.00 to ATS Midwest LLC for (6) Amatrol Technical Learning Systems including associated accessories,

classroom curriculum, commissioning and orientation services, and shipping requested by the Workforce and Professional Development Division, in accordance with Quote #18715 dated March 17, 2021.

6. Engineering Services: North Loop Primary Electrical Upgrade – Board Report #4592 – Vice President Satkowski

Moved to approve a contract award to Peter Basso Associates, Inc. for Engineering Services for the North Loop Primary Electrical Upgrade – Phases 5, 6, and 7 in the amount of \$47,600, in accordance with Peter Basso Associates' proposal dated February 25, 2021 and Board Policy #2110.

## **HUMAN RESOURCES**

7. Recommended action: Moved to approve the following staff appointments:

Nicholas Baran, Mathematics Instructor, School of Science, Technology, Engineering, and Mathematics, PhD, Step 8, 10 Months, effective 8/24/2021.

JaNell Chatman, Facilities Associate, Facility Services, Step 2, 12 months, effective 4/20/2021.

Heather Khanna, Biology Instructor, School of Science, Technology, Engineering, and Mathematics, MA, Step 8, 10 Months, effective 8/24/2021.

Mary Kosmalski, Counselor, Counseling Division, MA, Step 2, 10 Months, effective 4/20/2021. This is a temporary, full-time assignment through the 2020-2021 academic year.

Jessica Mahoney, Biology Instructor, School of Science, Technology, Engineering, and Mathematics, PhD, Step 8, 10 Months, effective 8/24/2021.

Sarah Maier, eLearning Designer, eLearning, Step 4, 12 Months, effective 4/20/2021.

Michael Petri, Criminal Justice Instructor, School of Liberal Arts, MA, Step 8, 10 Months, effective 8/24/2021.

Jermaine Reese, Criminal Justice Instructor, School of Liberal Arts, PhD, Step 8, 10 Months, effective 8/24/2021.

Eng Hong Sin, Mathematics Instructor, School of Science, Technology, Engineering, and Mathematics, MA, Step 6, 10 Months, effective 8/24/2021.

8. Executive Director, Human Resources – Vice President Gonko

This item was pulled from the agenda.

## **ADMINISTRATIVE SERVICES**

### 9. Foundation Board of Director Nomination – Vice President Best

Background information: One (1) candidate is being recommended for appointment to the Henry Ford College Foundation Board of Directors. This individual was brought forward to the Foundation Board for their approval during a Zoom meeting on March 18, 2021. The Foundation Board unanimously approved the appointment. If approved, his term begins April 20, 2021. The candidate is State Representative Tyrone Carter:

State Representative Tyrone Carter is serving his second term representing the 6th House District, which covers a portion of the cities of Detroit, Ecorse, and River Rouge. Representative Carter graduated from Southwestern High School and Central Michigan University, and is an alumnus of Henry Ford College. Representative Carter graduated from the Wayne County Sheriff's Police Academy and spent 25 years with the Wayne County Sheriff's Office, attaining the rank of Executive Lieutenant before retiring in 2008. He also graduated from the FBI National Academy and the Michigan Political Leadership Program.

For the past ten years, Representative Carter has dedicated his spare time to community service and his life and career to public service.

Moved to approve the appointment of State Representative Tyrone Carter to the Henry Ford College Foundation Board of Directors for a term of three-years, effective April 20, 2021 until December 2024.

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

### A. Acknowledgements of Correspondence

None

### B. Board Committee Reports

None

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

Trustee McDonald requests information on what the College offers in the area of biotechnology. Chair Thorpe expanded the request to include future fields of study the College is preparing for through classical areas of study.

Trustee Berry asked for the HR process for hiring from posting through approval for hire. President Kavalhuna asked Vice President Gonko to respond to this request as Trustee Berry had informed him that he was going to ask for this information at the Board meeting. Vice President Gonko responded that the procedure begins with Cabinet approval of the position; the applicable department forms a search committee (which varies in size depending on the number of faculty in the department) and determine if they want to have associate deans involved in the initial search process; once the committee is set, HR works with the committee to facilitate the process which begins with a kick-off meeting to include logistics, review and editing of the job description, and outline committee responsibilities to ensure a fair and equitable search and maintain confidentiality during the entire process; upon search committee agreement of the job posting the position is advertised through the College website, social media, external websites such as higheredjobs.com and LinkedIn, and through community partners such as ACCESS. The external websites are used for diversity boosts. Once the position is posted, the search committee goes through unconscious bias training. The HR team monitors the applicant pool up through the deadline and adjusts the deadline accordingly if the applicant pool is shallow. If there is a non-diverse pool of applicants, the position may be reposted. After the applicant pool is finalized, the only applicants removed from the pool will be those that do not meet the minimum requirements. Any senior adjunct that applies for the position is given an interview. HR reports on diversity at several points in the process to ensure a diverse interview pool. Standardization and documentation are critical components of having a fair and an equitable search. The search committees decide from that pool, who they want to interview based upon matrices developed based upon qualifications that were in the public job posting. Top candidates from the first round of interviews do a separate interview with the dean of the school that is hiring and then with Vice President Nealon.

Chair Thorpe asked if students could participate in the Board meetings by providing recognition and acknowledgement items as was done during pre-COVID meetings.

#### D. Board Member Commentary

Trustee Petlichkoff stated the Ford Community Performing Arts Center is looking for volunteers to greet those coming in for COVID vaccines and to assist with data input.

Trustee Mozip congratulated HFC Hawk Aseel Almudhada who was named the MCCA Wrestler of the Year.

President Kavalhuna informed the Board of Trustees that the College submitted a couple of requests for earmark funding developed by Congresswoman Debbie Dingell's office.

Chair Thorpe wished all students good luck during their finals.

The Board of Trustees identified July 16 as the date for their Board retreat.

## **VII. FUTURE MEETING DATES**

- A. Monday, May 10, 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, May 17, 2021, **HFC** Meeting, 7:00 p.m., at the Dearborn Schools Administrative Service Center, 18700 Audette, Dearborn, in the Frank Franchi Board Room (following the guidelines of the State Law) and via Zoom videoconference. Check online at [www.hfcc.edu/board-meeting-schedule](http://www.hfcc.edu/board-meeting-schedule).
- C. Wednesday, May 19, 2021, 5:30 p.m. **HFC** Financial Stability Ad Hoc Committee Meeting, via Zoom videoconference. 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 8:46 p.m.

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Adel Mozip, Secretary