

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
September 20, 2021**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, September 20, 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:

- Policy Committee meeting, August 9, 2021
- Regular meeting, August 9, 2021
- Financial Stability Ad Hoc Committee meeting, August 10, 2021

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by HFC student, Keven Metushi. Keven is from Redford Michigan, and a 2012 Graduate of Thurston High School. He attended Wayne State University in the fall of 2014. In the spring of 2015, he ended up dropping out of school after struggling and went into the workforce. He decided to give himself another chance and attended Henry Ford College, succeeding at a level he never thought possible. Since attending Henry Ford College, he has been inducted into the Phi Theta Kappa Honor Society, is a member of the National Society of Leadership and Success, and is an officer member of the HFC Student Council. He plans to transfer to a four-year university to further pursue studies as a pharmacist.

- Chardin Claybourne, Full-time HFC faculty member, co-authored the recently published article "Antiracism Glossary for Education and Life" in the August 4, 2021 publication of the Journal of College Academic Support Programs.

- Dr. Tareq A. Ramadan, adjunct faculty member in the School of Liberal Arts (SoLA), recently wrote and landed a \$380,850 Civil Rights grant for the non-profit organization, Project We Hope, Dream and Believe, that he worked with based in Inkster. The grant will be used to preserve and transform the one-time Inkster home of Malcolm X into a museum that highlights the life and legacy of the world-renowned human rights activist.
- Enrollment Services and Advising partnered in August to offer drop-in assistance to students in our virtual Welcome Center lobby daily as well as offering several days of extended service hours. The Enrollment Services team assisted with admissions, orientation, placement, financial aid, registration, records, and payment. All in one convenient online space. As a result:
 - Enrollment Services served 1,045 students via Zoom and 779 students via email. This is a far greater volume of students than could have been served with only in-person service and with social distancing guidelines.
 - Enrollment Associates handled 6,442 calls in August. Despite being short-staffed, the team worked productively in a remote operation with extended hours to serve students. This reflects a significant increase in volume over previous years.
 - Academic Advising and Student Success saw an increase in students served, with 80% compared to the same time period in 2020. This was a result of additional Zoom appointment and drop-in sessions offered.
 - The Testing team proctored 529 tests virtually in August and corresponded nearly 2,000 via email with students.
- A big “thank you” to all departments across campus as they worked together to serve our students and help them start the fall semester.

IV. PRESIDENT’S ITEMS

Provided updates on:

- Fall semester modalities
- Process going forward on the College’s Strategic Plan which will focus on Student Success
- Wished Trustee Watts Happy Birthday

V. DISCUSSION ITEMS

A. Technology Investment Fund (TIF) Winter 2020 Proposed Project – Board Report #4605 – 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
Steven Glazer, Fine Arts School of Liberal Arts	Sisson Gallery Technology and Lighting Upgrade, including equipment and installation for a state-of-the-art exhibition space	\$200,000
	Total Funds	\$200,000

The Technology Investment Committee held an open meeting on April 3, 2020, to hear presentations from schools/departments requesting funds. The committee recommends this proposal for funding. This project has been reviewed by the College administration which offers its support. The total value of this TIF project which the committee is recommending is \$200,000. Submission of this project for approval by the Board was on hold due to the COVID-19 pandemic.

President Kavalhuna spoke on the value of the Sisson Gallery with respect to the community. Trustee McDonald added that the community benefits from the arts especially coming out of a pandemic. She supports this project.

Trustee Mozip asked what the current TIF balance is and if there were any recent TIF meetings. Steve Glazer, fine arts faculty member, responded that the TIF committee meets twice a year during the fall and winter semesters. Funds for this project were allocated from the winter 2020 semester TIF fund balance and held in escrow. Trustee Mozip also supports the project.

VI. ACTION ITEMS

A. Citizen Participation

Leslie Windless, President of the Support Staff Association (SSA) affiliated with TPOAM, spoke in opposition of approving action item VI.D.3 due to placement of new hires above Step 4 on the salary scale without consulting the bargaining unit.

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion to approve action items 1 through 5, offered by Trustee Berry, supported by Trustee McDonald, passed with a unanimous roll call vote attached.

Corrections to action items: Item 3: Zahraa Dergham and Jamekis Ramsey were pulled from the agenda; Item 5 is Grade 7.

President Kavalhuna asked to have Item 3 amended to remove the employees recommended for appointment who would be part of the SSA from the list until he can have a conversation with Leslie Windless regarding her commentary this evening.

Motion amended to approve action items 1, 2, 4, 5 and item 3 to include Mariam Ezzat only, offered by Trustee Berry, supported by Trustee McDonald was approved with a unanimous roll call vote attached.

- D. At this time, the Secretary will return to any agenda items which Board members asked to discuss and vote on separately. These will be considered one-at-a-time.

None

BIDS AND CONTRACTS

1. Blackboard Ally Software – Board Report #4608 – VicePresident Satkowski

Trustee Mozip asked if this software will replace Moodle. Vice President Nealon responded that Moodle is a learning management system. Ally provides accessibility to the learning system as well as to the website and shared documents. The software also provides support with closed captioning, texting, and compliance with accessibility standards. Dr. Cristina Bailey, Director of Academic Services, added that the software provides institutional support and provides a baseline for students which assists with student remediation.

Moved to approve a contract to Blackboard Inc. for \$245,771.00 for a 5-year subscription to Blackboard Ally Accessibility Software as requested by the Office of Academic Services, in accordance with Proposal #N2019-191426-01 dated August 19, 2021.

2. Nimble Storage Adaptive Hybrid Array – Board Report #4607 – Vice President Satkowski

Moved to approve a contract to Sentinel Technologies, Inc. for \$249,638.00 for the purchase and installation of two (2) HPE Nimble HF40 Adaptive Hybrid Storage Arrays, four (4) Cisco MDS 9148T Fiber Channel Switches, and associated software and services as requested by the Information Technology Services department, in accordance with Proposal #136r1-RS dated September 8, 2021.

HUMAN RESOURCES

3. Staff Appointments – Vice President Gonko

Moved to approve the following staff appointment:

Mariam Ezzat, Art Instructor, School of Liberal Arts, MA+30, Step 6, 10 Months, effective 9/1/2021. This is a temporary, full-time assignment for the Fall 2021 semester.

4. Director, Institutional Research – Vice President Gonko

Moved to approve the appointment of Jacob Krogol, to the position of Director, Institutional Research, at Grade 2, Step 1, of the 2021-2022 Local 71 Administrators' Salary Schedule, effective 9/21/2021.

5. Business Intelligence Analyst, Institutional Research – Vice President Gonko

Moved to approve the appointment of Emad Abdulaziz, to the position of Business Intelligence Analyst, Institutional Research, at Grade 7, Step 1, of the 2021-2022 Local 71 Administrators' Salary Schedule, effective 10/1/2021.

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

The Trustees were happy to receive a mailer from the College indicating that the 5101 Restaurant was reopening for the fall semester.

B. Board Committee Reports

President Kavalhuna reported that the Policy Committee met prior to this meeting and heard from Dr. Tony Perry, Chair of the Faculty Senate, and Vice President Clark on what the Faculty Senate is proposing to administration on a modest change to the Academic Integrity policy. The policy will be circulated to the entire Board for their review. The Policy Committee was updated on the ongoing process of updating and evaluating policies by Vice President Clark.

Trustee Mozip reported that the Financial Stability Ad Hoc Committee met virtually on September 14. Vice President DeLong provided a great presentation on marketing and recruitment. The meeting next month is anticipated to be the last meeting with recommendations forthcoming to the Board of Trustees.

Chair Thorpe reported that the HFC Foundation met two weeks ago to provide updates on fundraising and the capital campaign. Dean Pat Chatman gave a presentation on the Detroit Promise program.

C. Requests for Information and/or Future Agenda Items

Trustee Watts requests a breakdown of face-to-face classes in humanities versus other classes.

Chair Thorpe asked the Trustees to think about what a good representation of the Board would be during the Strategic Planning process.

Trustee Petlichkoff asked if the College falls under President Biden's vaccine recommendation that employers with one hundred or more employees require their employees be vaccinated and if the College is prepared to move on the requirement. President Kavalhuna responded that according to his basic understanding, the College would fall under the recommendation, however, that understanding needs to be informed by several entities, mostly MIOSHA. He is not certain how quickly the College can act on the recommendation as he is not sure what compliance will look like. He added that the College has been well served by the Return to Campus Core Team as well as those teams who dealt with the pandemic initially. He is confident that the College will fully understand and comply with the recommendation. Trustee McDonald added that if there is vaccine refusal, testing would be an option.

Trustee Mozip inquired whether the employee handbook presentation that was provided in a small group session will come before the full Board. President Kavalhuna responded that the DEI hiring philosophy presentation was recorded and sent to those who did not attend. The employee handbook is an ongoing process which involves bringing disparate pieces of information which currently exist into one place, more of an aggregating process. He does not have a date for completion. President Kavalhuna will provide a timeline for the information most of which is available on the College website. Trustee Mozip asked for a presentation on the DEI philosophy plan once it has been vetted. Trustee McDonald added that she was part of the presentation and was "wowed". She wants to recognize Tracye Davis for providing the presentation.

D. Board Member Commentary

Trustee Berry, on behalf of 85 football players, thanked Gary Wojewuczki, Campus Safety Associate, for giving up eight hours of his time on a Saturday to assist with the youth football program.

Chair Thorpe reported that the 360 evaluation of the President, which is required every three years per the President's contract, has been completed for President Kavalhuna.

President Kavalhuna congratulated Jacob Krogol on his promotion to Director of Institutional Research and Emad Abdulaziz on his appointment as Business Intelligence Analyst.

VIII. FUTURE MEETING DATES

- A. Monday, October 11, 2021, P-12 Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Tuesday, October 12, 2021, HFC Board of Trustees Financial Stability Ad Hoc Committee Virtual Meeting at 5:30 p.m.
- C. Monday, October 18, 2021, 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 8:40 p.m.

Adel Mozip, Secretary