

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
January 18, 2022**

I. ACKNOWLEDGEMENT OF NEW CHAIRPERSON

Chair McDonald introduced the Board officers for this year: Vice Chair Adel Mozip, Secretary Irene Watts, Treasurer Mary Petlichkoff, and Chair Roxanne McDonald. Passing of the Gavel and Board of Trustees photos will take place at the February Board meeting.

II. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 18, 2022, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:00 p.m. by Chair McDonald.

ROLL CALL

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

III. APPROVAL OF MINUTES

Motion offered by Trustee Thorpe, supported by Trustee D'Ambrosio, passed with a unanimous roll call vote attached that the following minutes be approved with this correction to the minutes: Item IV. A. to read: Strategic Plan 2022-2024 – Board Report #4617: Strategic Priority 1; ACCESS; Goal 2; Increase enrollment of underrepresented student populations in programs leading to high opportunity outcomes, especially in STEAM, Health Sciences, and the Skilled Trades.

- Policy Committee meeting, December 13, 2021
- Regular meeting, December 13, 2021

IV. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by HFC student, Alanna Grace-Marie Schwartz. Alanna is a 2018 graduate of Lincoln Park High School. Alanna started at Henry Ford College the fall of 2019 and began her studies as a

Studio Art major. While attending a lecture by Dr. Calvin Harvell about racial microaggressions, she discovered the field of sociology. She soon switched her major and began her studies in race, ethnicity, gender, and other components of sociology. She is a member of the Black Male and QUEENS Focus Group, the Honors Program, and the Phi Theta Kappa Honors Society. She has participated in fellowships like the Mellon Research Scholar Fellowship and Engelhardt Social Justice Fellowship. She has also connected with the University of Michigan Ann Arbor through the Transfer Bridges to the Humanities and optiMize programs.

- Congratulations to Kierra Wilson. Kierra graduated from Sienna Heights University in December 2021 with her master's degree in business administration.
- Congratulations to Cynthia Smith. Cynthia graduated from Sienna Heights University in May 2021 with her master's degree in business administration.
- Congratulations to the Fall 2021 Hawks Academic Team, representing student-athletes who completed at least 12 credit hours with a GPA of 3.0 or higher. Forty-nine students representing all sport teams are included on the Team, including two golfers; three women's basketball players; five volleyball players, six men's basketball players; eight softball players; eight wrestlers, and 17 baseball players. Eight student-athletes earned a perfect 4.0.
- For the fourth straight week, the men's basketball team has received a Top 20 national ranking. The Hawks are ranked eleventh in the basketball poll released January 10.
- In honor of Dr. Martin Luther King, Jr. Day, HFC and the University of Michigan are hosting a Peace Rally on January 20 from 12:00 p.m. – 1:00 p.m. Participants will meet at the UM-Dearborn University Center and march across their campus and onto the HFC campus. The event will end at HFC in the ASCC Rosenau Rooms (Building L) with presentations and refreshments. This event is open to the public and all are encouraged to attend.

V. PRESIDENT'S ITEMS

President Kavalhuna participated via Zoom abiding by the College's COVID protocols.

- January is School Board Appreciation Month. President Kavalhuna thanked the Board of Trustees for their service and dedication to the Dearborn Public Schools and Henry Ford College.
- Thanked Trustee Thorpe for his tenure as Board Chair during a difficult year due to the pandemic. He also welcomed incoming Chair McDonald and is looking forward to working with her.
- Acknowledged and thanked the following:
 - Faculty for quickly pivoting from an in-person to an online teaching

modality the first week of the winter semester due to building temperature issues.

- Custodial staff for their continuous work in keeping the buildings clean so that the College can continue to operate.
- An outdoor vigil, facilitated by Leslie Windless and the SSA, was held on campus in memory of HFC teammate, Tamika Hister. The HFC Foundation has set up a scholarship in honor of Ms. Hister.
- Virtually attended the memorial service of John McDonald, President of AFT HFCC Local 1650. The memorial service was very moving, thoughtful, and honored President McDonald who President Kavalhuna described as a legend. The Board of Trustees and President Kavalhuna will honor President McDonald's memory at their February meeting.

VI. SPECIAL REPORTS

A. ABIDE Talent Management Strategy

Ms. Tracye Davis, Human Resources, Assistant Director, Performance, Development and Engagement

Ms. Davis presented on ABIDE (Advancing Belonging, Inclusion, Diversity, and Equity) the Talent Management Strategy developed by the Office of Human Resources, led by Ms. Davis. Components of the strategy include:

- Approach
 - Initial Phase: Diversity and Equity
 - Second Phase: Inclusion and Belonging
- Design – Clearly Defining our Commitment
- Implementation – Immediate and Ongoing Changes
- Evaluation and Review – Reviewing Initiatives and Determining Progress

VII. DISCUSSION ITEMS

A. Fiscal Year 2022 Mid-Year Budget Adjustment – Board Report #4622 Vice President Satkowski

Mid-year budget adjustments are required for the initial FY2022 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.

Total revenue is recommended to be increased by \$680,000. The largest increase is in State Appropriations of \$1.28 million since the appropriations for FY2022 increased on a one-time basis by \$880,000 and Personal Property Tax reimbursement will increase by \$400,000. The increase in State Appropriations took place after the College's budget was approved in June 2021. Tuition is decreased by \$700,000. Enrollment was budgeted at the same level as

FY2021. However, Fall enrollment decreased by 1.8% and Winter enrollment is anticipated to decrease by 2.4%. The summer 2021 enrollment was up by 4%. Property Taxes have been reviewed and will be increased by \$300,000. Other revenue decreases include investment earnings (rates are down to .3%) by \$200,000.

Expenses have been reviewed and increases for the various categories total \$680,000. More fulltime faculty members have been hired than were in the initial budget for FY2022 which adds \$400,000 in salaries and \$200,000 in fringe benefits. The number of fulltime faculty was budgeted at 175 for FY2022. However, 179 have been hired, primarily to address areas where retirements took place with the replacements hired a year in advance. The contractual level for fulltime faculty is 183 for FY2023. Also, an adjustment for employee payments for remote work supplies and services such as internet of \$620,000 was paid in FY2022 which originally was going to be paid in FY2021. An adjustment to decrease expenses by \$540,000 is being recommended since this amount is the anticipated savings from delaying the filling of vacant positions.

With the recommended adjustments, the net surplus of \$806,000 remains the same as the original budgeted surplus.

B. Delegation of Hiring Practice
President Kavalhuna

Except as otherwise required by Board of Trustee (“Board”) policies and union collective bargaining agreements, the Board delegates to the College President authority to hire for all College hourly wage positions and all College salaried positions at the Assistant Director level and below. Prior Board approval is not required for the President to hire for these positions. The President retains the right to make employment decisions regarding positions, employee retention, and employee termination, in compliance with any applicable collective bargaining agreement.

When circumstances warrant other appointments without delay, the President may make the employment appointment after receiving the consent of the Board Chair.

The President will inform the Board a week in advance of the hire date of employees proposed to be hired pursuant to this policy.

The President or designee shall develop procedures to implement this policy.

Trustee Berry requested that this policy include language that it is to be reviewed in February 2024 to determine if the procedure is working satisfactorily.

The Policy Committee is recommending that this Delegation of Hiring Practice be an action item on the agenda for the February Board meeting.

C. Board of Trustees Policy Updates
Trustee Berry

The Henry Ford College Office of Legal Services is in the process of reviewing, rescinding, and updating (if necessary) current Board policies and bylaws. This office is also preparing new policies and bylaws as dictated by changes in local, state, and federal guidelines. These policies are ready for rescission:

- 4150 Employment of Resource Personnel
- 4200 Employment of Personnel for co-Curricular/Extra-Curricular Activities
- 4400 Non-Renewal of Administrative Contracts (Professional Staff)
- 4450 Physical Examination
- 4700 Professional Growth
- 4800 Job-Related Expenses (Professional Staff)
- 9100 Employment of Substitutes
- 9500 Support Staff Dress and Grooming
- 9650 Job-Related Expenses (Support Staff)

The Policy Committee is recommending that these policies go before the Board of Trustees for rescission as an action item at the February Board meeting.

VIII. 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, offered by Trustee Thorpe, supported by Trustee Berry, 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. Detroit Promise Counseling Center – Board Report #4623
Vice President Satkowski

Moved to approve a contract award totaling \$36,000.00 to the Albert M. Higley Company for the Detroit Promise Counseling Center Project as requested by Facilities Services, in accordance with the specifications of Sealed Bid #21652.

HUMAN RESOURCES

2. Staff Appointments
Vice President Gonko

Moved to approve the following staff appointments:

Johnnie Luna, Building Operator, Facility Services, Step 2, 12 Months, effective 1/19/2022.

Kiri MacDonnell, Library Associate II, Library, Step 3, 12 Months, effective 2/7/2022.

Regina Tillman, Building Operator, Facility Services, Step 4, 12 Months, effective 1/5/2022.

Joseph Zarka, Manufacturing Instructor, School of Business, Entrepreneurship and Professional Development, LMA, Step 8, 10 Months, effective 1/5/2022.

3. Manager, Facility Services
Vice President Gonko

Moved to approve the appointment of Aaron Brooks to the position of Manager, Facility Services, at Grade 0, Step 6, of the 2021-2022 Local 71 Administrators' Salary Schedule, effective 1/31/2022.

BOARD-ADMINISTRATIVE SERVICES

4. Strategic Plan 2022-2024
President Kavalhuna

Moved to approve the Strategic Plan 2022-2024, as presented in Board Report #4617 at the December 13, 2021, regular Board meeting.

5. Financial Institution Designations and Practices Resolution – Board Report #4624

Vice President Satkowski

Moved to approve the Financial Institution Designations and Practices Resolution as presented in Board Report #4624 dated January 18, 2022.

IX. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Chair McDonald is working on Board committee assignments.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Trustee Mozip stated that Martin Luther King Day is a federal holiday during which we reflect on Dr. King's legacy and work on equality and equity. Trustee Mozip added that the movement continues and is a continuous struggle.

Trustee Berry offered his condolences to the family of John McDonald. He added that President McDonald will be missed and the College is a better place because of him.

Trustee Watts participated in the Dearborn Heights Community and Cultural Relations Community event held in honor of Martin Luther King on Monday. She added that event offered a great opportunity to reflect.

President Kavalhuna thanked the Board for their confidence in approving the Strategic Plan. He commended Vice Presidents Gonko and Nealon in leading the team in developing the plan, especially during a pandemic.

President Kavalhuna thanked the HR team for hard work they are accomplishing.

Chair McDonald asked that we keep Denise McDonald in our prayers, as she and John McDonald worked hard for the College and also for the Dearborn Community.

X. FUTURE MEETING DATES

- A. Monday, February 14, 2022, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, February 21, 2022, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room

XI. ADJOURNMENT

Motion offered by Chair Thorpe and unanimously approved by those members present that the meeting be adjourned at 8:32 p.m.

Irene Watts, Secretary