

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
February 21, 2022**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, February 21, 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.

II. APPROVAL OF MINUTES

Motion offered by Trustee Berry, supported by Trustee Petlichkoff, passed with a unanimous roll call vote attached that the following minutes be approved:

- Policy Committee meeting, January 18, 2022
- Regular meeting, January 18, 2022

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by HFC student, Ashley Trent. Ashley is from Livonia, Michigan and attended Franklin High School and Adolescent Day Treatment. She earned her GED in 2008. Her son was born in 2015 and gave her a new reason to keep reaching for her goals. In 2019 she started a freelance graphic design business which was great. However, she still wanted to realize her dream of earning a college degree so she enrolled at HFC in 2020. Ashley is in the Honors Program, PTK, UROP, on the Dean's list, and she redesigned the HFC Honors logo.

- Congratulations to Keambra Pierson, Associate Dean in the School of Business, Entrepreneurship, and Professional Development (BEPD). Keambra wrote an article titled "Training the Academic Middle Manager" which was published in the January 18, 2022, edition of Inside Higher Ed.
- Sulian Larmond, Admissions Associate in the International Admissions office and HFC graduate will become a U.S. citizen this month. She had her U.S. citizenship interview on February 7 and the ceremony to be sworn in as a U.S. citizen will take place on February 22.

- Congratulations to the following HFC students who submitted their work for the Photography Contest at the 2021-2022 Liberal Arts Network for Development Conference:
 - Gabrielle Meyres received a second-place award in the Fine Art Photography contest.
 - Hussein Fouani received a third-place award in the Fine Art Photography contest.
 - Ronald R. Spada Jr. received two honorable mentions for his photography.
- Congratulations to the following HFC wrestlers who won their weight class at the MCCA Individual Wrestling Championship:
 - Jake Campbell, 133-pound weight class
 - Jager Kwiatkowski, 141-pound weight class
 - Dominic Delgado, 149-pound weight class
 - Elijah Kidder, 157-pound weight class
 - Diante Taylor, 184-pound weight class
- Congratulations to Jager Kwiatkowski, HFC Wrestler, who was voted MCCA Freshman-of-the-Year.
- HFC student athlete Mak Manciel was named MCCA Eastern Conference Men's Basketball Player of the Week for the week ending February 5. Mak posted 45 points, 15 assists, nine rebounds and two steals in two games for the Hawks.

IV. PRESIDENT'S ITEMS

- Acknowledged the passing of Rick Goward, retired faculty member, Rotarian, leader, and an extraordinary person.
- Congratulated Eric Rader on being elected as President of the HFCC Federation of Teachers, AFT Local 1650.
- The HFC COVID Response Team will meet this Friday to discuss the status of the current indoor masking mandate due to the state of Michigan lifting of the mask mandate. HFC will continue with the current indoor masking policy until further notice.
- A brief "passing of the gavel" ceremony from former Chair Thorpe to current Chair McDonald was held.
- President Kavalhuna and the Board of Trustees will have a tree planted in Ireland in memory of John McDonald, long-standing President of the HFCC Federation of Teachers, AFT Local 1650. A plaque commemorating the planting was presented to Ms. Denise McDonald, spouse of Mr. McDonald.

V. SPECIAL REPORTS

- A. ACCT/AACC Community College National Legislative Summit
Trustee Watts

Trustee Watts provided an overview of the summit, which was held in Washington, DC, February 5-7, 2022. In addition to the summit, Trustee Watts and President Kavalhuna had the opportunity to meet with the following legislators: U.S. Department of Commerce Secretary, Gina Raimondo; Congresswomen Debbie Dingell and Haley Stevens; Congressman Andy Levin; Dr. Michelle Cooper, Acting Assistant Secretary of the Office of Postsecondary Education, Michelle Cooper; Senators Carl Peters and Debbie Stabenow. In addition to the report out, Trustee Watts provided the Board of Trustees with notes on the visit.

VI. ACTION ITEMS

A. Citizen Participation

Lynn Boza, representing the AFO, adjunct union at HFC, addressed the Board about the College's Human Resources plan.

Eric Rader, representing Local 1650, addressed the Board about Local 1650 leadership.

Leslie Windless, representing the SSA, addressed the Board about Tamika Hister.

Leslie Windless, representing the SSA, addressed the Board about values and beliefs.

B. Special Consideration/Questions on an Action Item

Trustee Mozip asked why the College solicited bids for action item 1 rather than obtain the servers directly from the manufacturer (HPE). Vice President Satkowski responded that purchases above a certain amount require use of the bid process and Fred Steiner, Director of Purchasing, added that HPE sells their products through distributors only.

Trustee Mozip asked if the security package in Action Item 2 will work with both the Microsoft (employee) and Google (student) email systems that the College uses. President Kavalhuna will report back to the Board of Trustees on this question.

C. Action to Approve Action Items

Motion to approve action items 1 through 7, offered by Trustee Thorpe, supported by Trustee Mozip, 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. HPE ProLiant DL360 Servers – Board Report #4625
Vice President Satkowski

Moved to approve a contract award to Sehi Computer Products, Inc. for \$49,596.00 for twelve (12) HPE ProLiant DL360 Gen 10 Servers and twenty-four (24) HP 480GB Solid State Drives as requested by the School of Business, Entrepreneurship, and Professional Development in accordance with the specifications of Sealed Bid #21506.

2. Mimecast Email Filtering Security Package – Board Report #4626
Vice President Satkowski

Moved to approve a contract award totaling \$69,464.29 to Insight Public Sector, Inc. for a Mimecast Email Security Package as requested by the Information Technology Department, in accordance with the specifications of Sealed Bid #21763.

HUMAN RESOURCES

3. Staff Appointments
Vice President Gonko

Moved to approve the following staff appointments:

John Grant, Facilities Associate I, Facility Services, Step 2, 12 Months, effective 2/22/2022.

Valerie Johnson, Facilities Associate I, Facility Services, Step 4, 12 Months, effective 2/22/2022.

LaWanda Polk, Facilities Associate (Part-Time), Facility Services, Step 1, 12 Months, effective 2/22/2022.

BOARD-ADMINISTRATIVE SERVICES

4. Fiscal Year 2022 Mid-Year Budget Adjustment
Vice President Satkowski

Moved to approve the Fiscal Year 2022 Mid-Year Budget Adjustment as presented in Board Report #4622 at the January 18, 2022, Board of Trustees meeting.

5. Delegation of Hiring Practices
President Kavalhuna

Background information: A practice that authorizes the President's Office to hire employees for certain positions without prior Board of Trustees approval was discussed at a prior Board meeting and the issue was referred to the Board of Trustees Policy Committee. The draft procedure was discussed at the January 18, 2022, Board of Trustees meeting.

Moved to approve the Procedure for Hiring Practices (Attachment A).

6. Board of Trustees Policy Updates
President Kavalhuna

Background information: On November 15, 2021, and December 13, 2021, the Henry Ford College Board of Trustees Policy Committee met to discuss and review the rescission of the following policies:

- 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]

Moved to rescind the following policies:

- 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]

7. Board of Trustees Complaint Resolution

Trustee Thorpe

Moved to approve the following Resolution: Pursuant to the investigation report dated January 7, 2022, of a complaint filed with the Board of Trustees, and recommendations made in said report, and dismisses the complaint.

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

President Kavalhuna reported that the Policy Committee met prior to the Board meeting to discuss which policies and bylaws to review this year. The committee has directed staff to look at the current posture on how Trustees handle requests from constituents (i.e., hiring, procurement of goods, etc.) and determine whether the current Conflict of Interest and Ethics bylaws are sufficient.

C. Requests for Information and/or Future Agenda Items

Trustee Mozip requested that the information requested by Lynn Boza, President of the Adjunct Faculty Organization, be shared with the Board of Trustees. President Boza's questions: 1) How is the College using our existing talent? 2) How many adjuncts have been hired into full-time positions over the past nine years? Trustee Mozip added that he wants this information in a percentage comparison to all faculty hires as well.

D. Board Member Commentary

Trustee Berry asked if the College could reach out to Ukrainian students to offer support during the difficult situation occurring in Ukraine and he is praying for peace.

Trustee Mozip stated that he and his wife took their sons to Barnes and Noble to purchase books on Martin Luther King and Malcolm X in remembrance and celebration of Black History Month.

Trustee Thorpe stated that the scholarships established in honor of the colleagues the College has lost will help to keep their memories alive.

Trustee Watts stated that she does have family in Ukraine and they live in

constant fear. She thanked Trustee Berry for his comments.

Trustee Watts added that during Black History Month we can look back and see how historical events shaped who we are today.

President Kavalhuna thanked Jeff Morford for serving as interim President of the HFCC Federation of Teachers, AFT Local 1650 prior to Dr. Rader's election.

Chair McDonald reminded everyone that Dearborn will hold a special election on March 1, 2022.

VIII. FUTURE MEETING DATES

- A. Monday, March 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, March 21, 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 8:32 p.m.

Irene Watts, Secretary