

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
June 10, 2024**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, June 10, 2024, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:00 p.m. by Chair Berry.

ROLL CALL

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

II. APPROVAL OF MINUTES

Motion offered by Trustee D'Ambrosio, supported by Trustee Petlichkoff, passed with a unanimous vote attached that the following Minutes be approved:

- Regular Board of Trustees Meeting – May 20, 2024
- Board of Trustees Special Meeting – May 20, 2024
- Closed Session – May 20, 2024

III. PRESIDENT'S ITEMS

- Announced Troy Gibson, Academic Advisor, is retiring. A retirement event will be held for Troy on June 24.
- Wished Trustee Patrick D'Ambrosio a happy belated birthday.
- Reported we are aware of the new Title IX compliance regulations. The Board of Trustees Policy Committee will begin meeting to start complying with the new regulations. However, the College can begin their compliance efforts now. President Kavalhuna directed Vice President Clark and Vice President Diamond to make sure the College is complying.
- Congratulated VP DeLong on the new HFC website. Encouraged Trustees to reach out to VP DeLong.
- Announced that summer enrollment is almost complete. Our enrollment has increased 5% over last year.
- Announced that, currently, our Fall enrollment is flat compared to last year.
- President Kavalhuna will be stepping down as MCCA Chair of the Legislative Committee, which will be after June. He will remain on the Committee, but not

as Chair.

- HFC hosted the Academy of the Americas graduation ceremony. The school had 52 graduates, 20 of whom have been admitted to HFC. This was a well-attended, successful event.

IV. DISCUSSION ITEMS

A. Winter 2024 Proposed TIF Projects – Board Report #4745
Mr. Joe Zitnik, Chair, Technology Investment Committee

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

Project Director Division/Department	Nature of Request	Approved Funding
Rochelle Taylor/ Athletics	<p>Revamp technology in Women’s Locker Room. The study area in the Women’s Locker Room will mirror the study area in the men’s locker room.</p> <p>We are currently re-designing the Women's Locker Room to create three (3) separate spaces. One of the spaces will be designed as a study space for student-athletes. There will be four (4) designated workspaces with desktop systems. Each station will be networked to a printer/scanner in the room. In addition, there will be a conference table in the room that will accommodate up to twelve (12) students; ideal for individual and group tutor sessions. Finally, we will have twelve (12) laptop computers that will be serving a double duty. Students will be able to use the laptops in the study area, as well as be able to check them out for team travel. These resources will allow for our individual women's teams to be able to schedule supervised study periods during times most convenient for our student-athletes as well as our coaching and administrative staff</p>	\$16,498.85
Jesse Mason/ Astronomy/STEM	Our proposal entails a comprehensive upgrade of the Guy Hammond Planetarium to revolutionize its capabilities and enhance visitor experiences. Firstly, we recommend replacing the current mirror dome projection system with a cutting-edge Warped Media™ (WM) full dome	\$43,794.00

	<p>2K resolution system. This upgrade will significantly improve image quality, resolution, and overall visual immersion, ensuring that visitors are captivated by the stunning celestial displays.</p> <p>Additionally, we propose installing an electronic lifting column for the Spitz A3P projector to eliminate distracting shadows and provide unobstructed views of the full dome imagery, enhancing the viewing experience for all visitors. Furthermore, we suggest integrating a Graphical User Interface (GUI) for remote control, allowing presenters to operate the planetarium's systems from anywhere within the facility using an iPad interface. This feature not only enhances presenter flexibility but also fosters greater audience interaction by enabling real-time adjustments during presentations.</p> <p>Additionally, we recommend adding up to four constellation projectors with customizable outlines to further enrich the viewing experience and provide detailed celestial displays. Moreover, we propose upgrading the central processor of the existing East Coast Control console to ensure seamless integration of all components and enhance overall system performance.</p> <p>Rationale: We propose these upgrades to ensure that the Guy Hammond Planetarium remains at the forefront of astronomical education and entertainment. The replacement of the outdated mirror dome projection system with the state-of-the-art Warped Media™ system will vastly improve image quality and resolution, providing visitors with a truly immersive and awe-inspiring experience. The installation of an electronic lifting column for the Spitz A3P projector and the integration of a Graphical User Interface will enhance operational efficiency and presenter flexibility, ultimately improving the overall visitor experience. Furthermore, the addition of constellation projectors and the upgrade of the central processor will further enrich the content offerings of the planetarium, allowing for more dynamic and engaging presentations. By investing in these upgrades, we aim to</p>	
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	position the Guy Hammond Planetarium as a premier destination for both education and entertainment, attracting visitors of all ages and backgrounds and inspiring a lifelong passion for astronomy and space exploration.	
Cristina Bailey/Vicki Bessette Academic Affairs	Continue HyFlex installations. Upgrade the technology in six classrooms giving them lecture capture capabilities to deliver a single class using three modalities. The three modalities include online (asynchronous), remote (synchronous), or on-campus within a single section, called a HyFlex classroom. This flexibility permits students to choose, every week, whether to participate online, remotely, or in person, increasing students' options for course completion.	\$187,830.00
Jolie Stepaniak/ Biology	The vast majority of students enrolled in advanced biology courses at HFC plan to transfer those courses to four-year institutions. In order to support the continuation of established transfer agreements as well as to build a foundation for student success after transfer, laboratory activities for those courses must reflect and integrate emerging technologies. Advanced biology laboratory activities have become increasingly dependent on technology, including computer technology, specifically through use of data analysis/presentation software packages and access to Internet resources and databases. Currently, integration of such activities into laboratory activities for these courses is restricted by access to technology. While students can be taken to existing computer labs to access some of this technology, this is problematic for a number of reasons. Firstly, demand for these computer labs is always higher than availability, resulting in reduction of laboratory activities requiring computer access. Secondly, having to move to move students out of the laboratory and into a separate wing/building to access computers disrupts smooth integration of technology into the laboratory activity. In other words, the laboratory activity must be suspended to use the technology since they occur in different places. Thirdly, activity-specific computer software may not be	\$24,650.00

	available on computers in some existing computer labs. The current proposal would include the use of a set of modern laptops (and an accompanying charging cart) which could be shared between the four biology laboratories in the south wing of J Building. The cart would be wheeled into a laboratory for student use during activities requiring this technology, providing seamless integration of necessary technology into laboratory activities.	
	Total Funds	\$272,772

The Technology Investment Committee held an open meeting on May 2, 2024, to hear presentations from Schools/departments requesting funds. The funds beginning balance for the Fall 24 meeting was \$299,880. With the holding of 10% in case of overages, there is \$269,892 available for projects. The committee recommended the Proposals for funding. 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 \$272,772. This includes the addition of \$2,880 from the infrastructure fund to cover the overage.

Trustee Petlichkoff asked how we are marketing the Planetarium as many Dearborn residents are not aware of its existence. Joe Zitnik stated he could not answer this question. However, Jesse Mason, Physics instructor, who put this proposal forward and is responsible for the upgrades, would be able to answer this question. Trustee Petlichkoff stated if we are going to invest to get the Planetarium upgraded, we should also invest in marketing it. Trustee McDonald agreed. Vice President DeLong stated she will provide Trustee Petlichkoff with the marketing details later. Joe Zitnik stated he will give Jesse Mason the feedback.

President Kavalhuna stated Jesse Mason is a new faculty member and has brought a lot of life and energy to the Campus. President Kavalhuna would like Mr. Mason to come to the next Board meeting and speak. In the interim, President Kavalhuna will ask Mr. Mason to provide the Board with information about the Planetarium so they can share with the community.

V. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Item 10 pulled for a roll call vote.

C. Action to Approve Action Items

Motion to approve action items numbered 1-11, except for number 10, offered by Trustee McDonald, supported by Trustee Petlichkoff, passed with a unanimous 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.

Action item 10 was pulled for a roll call vote.

BIDS AND CONTRACTS

1. Apple iMac Computer Systems – Board Report #4746
Vice President Satkowski

Move to approve a contract award to Apple, Inc. for \$41,756.00 for the purchase of (22) Apple iMac 24-inch Computers requested by the School of Liberal Arts, in accordance with Proposal #2111688520 dated May 16, 2024.

2. Blanket Purchase Order Approval, Fiscal Year 2025 – Board Report #4747
Vice President Satkowski

Move to approve the Blanket Purchase Order Lists (attached to Board Report #4747) for Fiscal Year 2025, in accordance with Board Policy and Guidelines.

3. Physics Laboratory Renovation– Board Report #4748
Vice President Satkowski

Move to approve a contract award to DCR Service & Construction for \$121,594.00 for the Physics Laboratory Renovation project, as requested by Facility Services in accordance with the specifications of Sealed Bid #23270.

4. Women's Athletic Team Locker Room Renovation– Board Report #4749
Vice President Satkowski

Move to approve a contract award to D & S Contractors for \$454,758.00 for the Women's Athletic Team Locker Room Renovation project, as requested by Facility Services in accordance with the specifications of Sealed Bid #23269.

5. Building M Offices Renovation– Board Report #4750
Vice President Satkowski

Move to approve a contract award to DeAngelis Diamond for \$323,219.00 for the Offices of Building M Renovation project, as requested by Facility Services in accordance with the specifications of Sealed Bid #23272.

HUMAN RESOURCES

6. Staff Recommendations
Vice President Gonko

Move to approve the following staff appointments:

Carolyn Attard, Radiography Instructor, School of Health and Human Services, LMA, Step 8, effective 8/20/2024. This is a temporary, full-time assignment for the Fall 2024 semester.

Karen Larson-Voltz, Art Instructor, School of Liberal Arts, MA+30, Step 8, effective 8/20/2024. This is a temporary, full-time assignment for the Fall 2024 semester.

Nicholas Paseiro, Energy Technology, Sustainable Energy Instructor, School of Business, Entrepreneurship, and Professional Development, MA, Step 7, effective 8/20/2024.

Ali Shoumer, Mathematics Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 3, effective 8/20/2024. This is a temporary, full-time assignment for the Fall 2024 semester.

Paul Wolff, Energy Technology, Sustainable Energy Instructor, School of Business, Entrepreneurship, and Professional Development, PhD, Step 8, effective 8/20/2024

7. Associate Dean of Industrial Technologies, School of Business, Entrepreneurship and Professional Development
Vice President Gonko

Move to approve the appointment of Saso Krstovski, to the position of Associate Dean of Industrial Technology, School of Business, Entrepreneurship and Professional Development, at Grade 2, Step 10, of the 2022-2025 HFC Administrators' Association, Local 71, Salary Schedule, effective 7/1/2024.

8. Director, Health, Education and Human Services, School of Health and Human Services
Vice President Gonko

Move to approve the appointment of Amelia Bailey, to the position of Director, Health, Education and Human Services, School of Health and Human Services, at Grade 4, Step 11, of the 2022-2025 HFC Administrators' Association, Local 71, Salary Schedule, effective 7/1/2024.

9. Exempt Personnel Positions
President Kavalhuna

Several positions at Henry Ford College are non-union, exempt positions (Cabinet, Deans, Human Resources staff, and administrative assistants) and require renewal by the Board of Trustees. We are recommending that the positions for all non-union, exempt employees be extended for two years through June 30, 2026.

Move to approve the extension of positions of all non-union, exempt staff personnel for two years through June 30, 2026.

BOARD-ADMINISTRATIVE SERVICES

10. Contract for President Russell Kavalhuna
Chair Berry

Move to approve the contract for Henry Ford College President Russell Kavalhuna.

Trustee Berry clarified this is only a minor change to President Kavalhuna's contract. However, anytime a change is made we must call it a "new contract".

Motion by Trustee Thorpe, supported by Trustee McDonald to approve the new contract for President Russell Kavalhuna, was approved with a unanimous roll call vote attached.

11. Certification of Appointments 2024-2025 MCCA Board of Directors
Chair Berry

The MCCA requires each member college to certify, each year in July, its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the college and one member of the college's governing board. Each college board is also required to designate an alternate governing board member.

Move to approve the designation of the following as representatives to the MCCA Board of Directors for 2024-2025:

Irene Watts – Trustee Director
Hussein Berry – Alternate Trustee Director

VI. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Trustee McDonald reported that an Audit Committee meeting was held just prior to this meeting. They met with Dana Coomes from Plante Moran. This was a pre-audit meeting for planning purposes. There are some required communications coming from Ms. Coomes that the Committee must have. Plante Moran will not express an opinion, but they will do an assessment on internal controls. Tonight's meeting began the timeline. The process begins today, June 10, and lasts for two weeks. The Audit will begin August 12 and last for three weeks. There will be a final draft and a presentation to the Committee in August. After the Committee receives the report, it will be disseminated to the rest of the Board. Some items the Audit will focus on are tuition revenue, student accounts receivables and related allowances. They will also look at the accounting for the College's portion of MPSEs and the pension and OPEB obligations as well as property tax revenues including reserves and delinquent receivables. Also, tax tribunals and fixed assets, compliance with grants and overlooking internal controls. If the Board has any concerns they would like the auditors to look at, they need to let Dana Coomes know directly or via Trustee McDonald or Chair Berry.

President Kavalhuna reported that the Building and Site Committee will be meeting on June 24. The primary focus will be the planning the College is doing for the new SEMSSC. Board members and the public will receive an update on the work the HFC team is doing to vet applications for architects. Trustee Petlichkoff stated they will primarily be reviewing where we stand with the RFPs for the architectural firm that will be chosen, hopefully, at the July 29 P-12 Board meeting. Chair Berry asked Trustee Petlichkoff to send the Board a reminder email with the date and time of the Committee meeting.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Trustee Berry asked VP Satkowski to provide an update on the long-term energy plan at a future meeting. VP Satkowski agreed.

Trustee Berry reported that one of the employees in his office was thinking about going back to school. Trustee Berry recommended HFC. He drove her to the Welcome Center where they spoke to a young lady in Academic Advising. Though the young lady was in training, she did a great job helping Trustee Berry's employee.

VII. FUTURE MEETING DATES

- A. Monday, June 17, 2024, **HFC** Board of Trustees Special Meeting, 6:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- B. Monday, June 24, 2024, **HFC** Board of Trustees Building and Site Committee Meeting, 11:00 a.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- C. Monday, July 29, 2024, **P-12** Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- D. Monday, August 21, 2024, **P-12** Board Training, 6:00 p.m. at the Administrative Service Center in room 12.
- E. Monday, August 26, 2024, **HFC** Board of Trustees Policy Committee Meeting, 6:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- F. Monday, August 26, 2024, **HFC** Board of Trustees Meeting, 7:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room.

VIII. ADJOURNMENT

Motion by Chair Berry was unanimously approved by those members present that the meeting be adjourned at 7:26 p.m.

Irene Watts, Secretary