

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
September 16, 2024**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, September 16, 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 Mozip, passed with a unanimous vote attached that the following Minutes be approved:

- Board of Trustees Policy Committee Meeting – August 26, 2024
- Regular Board of Trustees Meeting – August 26, 2024

III. PRESENTATION

Integrated Energy Management Program (IEMP)
Vice President Satkowski

Vice President Satkowski and Reuben Brukley, Facilities Director, shared a slide presentation regarding the status of the IEMP program. The presentation covered why we instituted the program, goals, cash flows, recommendations, and operational results to date.

IV. PRESIDENT'S ITEMS

- HFC students were involved in the Apple Academy in Detroit. Apple picked one higher education institution in our region to take part with them and they picked HFC. These students, who are learning to be Coders, are now coming out of that process as graduates and then training future students. The collaboration was so successful that Apple asked us to do an introductory course for potential students

who are in the Apple Academy. That course has been delivered at Henry Ford College. The Apple Academy has been on our campus to do an initial training, which was taught by HFC students who went through the Apple Academy. We have worked hard to make Henry Ford College the institution that many external entities want to partner with because we see it as pivotal to connect with industry as a better outcome for our students.

- President Kavalhuna stated we are working to update the Strategic Plan. He plans to be able to outline to the Board what the process will look like over the month of October, possibly into November. Our goal is to have an updated Strategic Plan for Board review at the December Board meeting, with a possible vote in January.
- Discover Day will take place on Friday, September 20. We will have over 1300 high school students on campus. This event is run by Rhonda DeLong's area with assistance from Holly Diamond's area. However, this is an annual, all hands-on-deck event.
- President Kavalhuna reported that enrollment for the fall semester is 3.77% higher this year compared to last year. We have been seeing a steady increase in enrollment since the pandemic.
- President Kavalhuna provided an update on the Southeast Michigan Student Success Center (SEMSSC). We have secured Stantec for the design of the building. We have now moved to issuing a Request for Proposals (RFP) for entities that would manage the construction of the building and the demolition of two buildings. The RFP process is underway, and we have started receiving proposals. The review process for the RFPs begins on Friday, September 20. We hope to have feedback for the Board by October. This is the most significant project that has ever happened on this campus. President Kavalhuna stated Vice President Satkowski has kept HFC on very solid financial footing despite the increase in costs associated with inflation.

V. DISCUSSION ITEMS

A. Board of Trustees Policy Updates Trustee Mozip

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.

On August 26, 2024, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the following policies:

Policies for Board Review

- Tuition, Fees and Refunds
- 5000 Missions, Values and Beliefs
- 5500 Student Internships (was Trainees)

- 5650 Citizens' Advisory Committee
- 6000 Facilities Planning
- 6350 Campus Maintenance
- 6650 Use of College Facilities
- Residency

Policies to be Rescinded

- 4900 Publication of Articles by College Personnel
- 5200 College Guarantee
- 5350 Guidance and Counseling
- 6050 Site Acquisition
- 6100 Contracts for Building and Construction and Modernization
- 6300 Disposition of Surplus Property
- 6750 Joint Use of Facilities
- 7100 Commercialism, Fundraising, and Relations with Special Interest Groups
- 9350 Physical Examination

VI. ACTION ITEMS

A. Citizen Participation

Da'Quan Gwinner, HFC student, spoke to the Board of Trustees about the College infrastructure & student experience.

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion to approve action items numbered 1-4 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.

None

BIDS AND CONTRACTS

1. Coursedog Platform – Board Report #4756
Vice President Satkowski

Pending final review by Legal Services and agreement on both contract

language as well as cost and terms of purchase, move to approve a contract award to Insight Public Sector for an amount not to exceed \$890,000 for purchase of the Coursedog platform and 5-year maintenance plan as requested by the Vice President of Academic Affairs in accordance with the Insight Public Sector Quote # 227738955 dated September 5, 2024.

Vice President Satkowski informed the Board about a third payment option that became available today and was not included in the original Board Report.

- Option 3: All-inclusive total 5-year cost of \$848,909 – requires upfront payment for Years 1-3 (subtotal \$502,743) with separate payment in Year 4 (\$346,166). Price reflects discount of \$104,540 to HFC.

HUMAN RESOURCES

2. Vice President and General Counsel, Legal Services
Vice President Gonko

Move to approve the appointment of Erin Moss Ferguson, to the position of Vice President and General Counsel, Legal Services, Grade 1, Step 6, of the 2024-2025 HFC Exempt Administrators Salary Schedule, effective October 16, 2024.

BOARD-ADMINISTRATIVE SERVICES

3. Authorization for Issuing Bonds for the Southeast Michigan Student Success Center (SEMSSC) – Board Report #4751
Vice President Satkowski

Move to approve initiating the process to borrow up to \$45 million for construction of the SEMSSC project. PFM will represent the College regarding the Financial process and Miller Canfield will provide legal support as presented in Board Report #4751 at the August 26, 2024, Board of Trustees Meeting.

4. Henry Ford College Local Strategic Value Resolution – Board Report #4757
Vice President Satkowski

Background Information: In order to receive funding under the local strategic value category, community colleges must confirm they meet four out of five of the best practices listed for each category. The wide range of educational programs and business and industry partnerships and Henry Ford College ensure that the best criteria practices are met.

Move to approve the following resolution as documented by Attachment A.

RESOLUTION: Henry Ford College, through its duly authorized officers, certify that Henry Ford College has met four of five best practices in each category as required by Section 230 of PA 60 of 2015, the Education Omnibus Appropriations Act for fiscal year 2025.

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

- Trustee Mozip reported that the Policy Committee meeting was held prior to this meeting. Committee discussed:
 - Purchasing Policy
 - Parental Leave Policy
 - Security Cameras on Campus Policy
- Trustee Petlichkoff alerted the Board that the Building & Site Committee will be meeting after the process of reviewing RFPs for a construction manager has been completed. We want to have a full picture of how the RFP process went and how the selection was made prior to the next Board meeting where we will vote on this.
- Trustee Watts stated she attended the HFC Foundation Board meeting last week. She will report on this at the next Board of Trustees meeting in October.

C. Requests for Information and/or Future Agenda Items

- Chair Berry stated that HFC will be hosting the Wayne County Manufacturing Day on campus. Chair Berry asked if HFC or the County sends out the invites for this event? Vice President Nealon stated this is a national event and we have others with whom we partner. Vice President Nealon welcomed any suggestions to help improve this event. Vice President Nealon will follow up with Dean Chatman because our School of BEPD is the area that hosts this event on our campus. Chair Berry would like to see the list of the feeder high schools/counselors attending the event. He suggested we could reach out to the high schools that did not attend the event as a follow up.

D. Board Member Commentary

- Trustee Thorpe echoed President Kavalhuna earlier statement about the steady increase in enrollment. Congratulated everyone on campus for our continued enrollment growth.
- Trustee McDonald echoed congratulations for the College's enrollment growth.
- Trustee McDonald stated that Vice President Clark will be retiring. Trustee McDonald has worked with Vice President Clark on the Policy Committee, and they have been reviewing all the policies very diligently. Trustee McDonald asked Vice President Clark what she thought was the percentage of policies reviewed. Vice President Clark stated the Committee has reviewed almost 90% of the policies. Trustee McDonald thanked Vice President Clark for her diligence and all her hard work. Trustee McDonald stated she feels very gratified for all the Committee accomplished, and we are now on a permanent cycle to review all policies every three to five years.
- President Kavalhuna complimented Vice President Nealon on all the work he has done on Coursedog.
- President Kavalhuna complimented Vice President Diamond for the way she cares about students, helps them improve, and helps them find their voice.
- President Kavalhuna stated that Trustee McDonald is correct, Vice President Clark has announced her retirement. Her last day will be October 31. The next month and a half will be bittersweet with Vice President Clark. President Kavalhuna is working on some type of way to thank Vice President Clark for her service.
- President Kavalhuna stated our new General Counsel is Erin Moss Ferguson and he asked her to attend tonight's Board meeting. Ms. Moss Ferguson has a diverse background and understands that we change lives through public education. We agreed that Ms. Moss Ferguson would start at HFC mid-October as that will give her some time to spend with Vice President Clark. If any of the Trustees would like to meet with Ms. Moss Ferguson, President Kavalhuna encouraged them to reach out to him and he would be happy to set that up.
- President Kavalhuna wished Trustee Watts a happy birthday.
- Chair Berry welcomed Ms. Moss Ferguson to HFC.
- Trustee Watts wished President Kavalhuna a happy birthday.

VIII. FUTURE MEETING DATES

- A. Monday, October 14, 2024, **P-12** Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, October 21, 2024, **HFC** Board of Trustees Policy Committee Meeting, 6:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.

C. Monday, October 21, 2024, **HFC** Board of Trustees Meeting, 7:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room.

IX. ADJOURNMENT

Motion by Chair Berry was unanimously approved by those members present that the meeting be adjourned at 8:20 p.m.

Irene Watts, Secretary