

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
October 21, 2024**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, October 21, 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 Thorpe, supported by Trustee D'Ambrosio, passed with a unanimous vote attached that the following Minutes be approved:

- Board of Trustees Policy Committee Meeting – September 16, 2024
- Regular Board of Trustees Meeting – September 16, 2024

III. PRESIDENT'S ITEMS

- President Kavalhuna wished Trustee Mozip a happy birthday.
- President Kavalhuna congratulated Kriss Young, HFC ASSET instructor, who was recognized by Ford Motor Company for achieving ten consecutive years a of being a Service Engineering Operations (SEO) Senior Master.
- Discover Day took place on Friday, September 20. We had over 1000 high school students on campus. This event is run by Vice Presidents Delong, Diamond and Nealon and their teams. Board Chair Hussein Berry attended the event as well as Board Trustee Irene Watts.
- President Kavalhuna participated in the Exchange Club Golf Outing which is led and hosted by Board Trustee Pat D'Ambrosio.
- The White House National Economic Council came to HFC to discuss how community colleges, universities and the K-12 can answer the demand for a skilled workforce. This group selected Henry Ford College as an exemplar for this issue and gave HFC \$200,000 to continue our Auto Technician program.
- The Strategic Planning team has been meeting for a week. This team is working to update HFC's Strategic Plan. We are hopeful that by December and January

- we will have an update on the Strategic Plan.
- Enrollment for the Fall 2024 semester is up over 3%.
 - Erin Moss Ferguson, HFC's new VP of Legal started at HFC October 17. She has been spending time with our VP of General Counsel, Amy Clark in preparation for Amy's retirement on October 31.

IV. 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 September 16, 2024, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the following policies:

Policies for Board Review

- Purchasing Policy-Federal
- Purchasing Policy-General
- Parental Leave Policy
- Security Cameras on Campus Policy

V. ACTION ITEMS

A. Citizen Participation

Mary Lane, former Board Trustee, spoke to the Board about the grounds, sustainability, and Board of Trustees.

Eric Rader, President of the Local 1650 Union, congratulated Amy Clark on her retirement.

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion to approve action items numbered 1-5 offered by Trustee McDonald, supported by Trustee Mozip, 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. Steelcase Furniture – CIS and Cybersecurity – Board Report #4758
Vice President Satkowski

Move to approve a contract award to NBS Commercial Interiors for \$129,255.30 for the purchase and installation of Steelcase furniture requested by the faculty of the School of Business, Entrepreneurship, and Professional Development (BEPD), in accordance with Quote #379850 dated September 6, 2024.

2. Construction Service for the Southeast Michigan Student Success Center – Board Report #4759
Vice President Satkowski

Move to approve a contract award to Granger Construction for an amount not to exceed \$25,000 for Construction Management Services for the Southeast Michigan Student Success Center (SEMSSC) project in accordance with the specifications of RFP 23485.

HUMAN RESOURCES

3. Director, Purchasing
Vice President Gonko

Move to approve the appointment of Daniel Murray, to the position of Director, Purchasing at Grade 3, Step 6, of the 2022-2025 HFC Administrators' Association, Local 71, Salary Schedule, effective October 22, 2024.

BOARD-ADMINISTRATIVE SERVICES

4. Board of Trustees Policy Updates
Trustee Mozip

Background information: On September 16, 2024, the HFC Board of Trustees discussed changes to the following policies:

- 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

Recommended for Recission

- 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

Move to approve changes to the following policies:

- Tuition, Fees and Refunds
- 5000 Missions, Values and Beliefs
- 5500 Student Internships (was Trainees)
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5. Memorandum of Understanding (MOU) between the Henry Ford College Foundation and Henry Ford College and Revised Foundation Bylaws – Board Report #4760
Vice President Best

Background Information: The Henry Ford College Foundation was established in 1982 as a 501(c)(3) nonprofit organization to raise funds and provide philanthropic support for the benefit of Henry Ford College. The Henry Ford College Foundation Board of Directors are requesting an amendment to the HFC Foundation Bylaws and the establishment of a written Memorandum of Understanding in partnership with the College Board of trustees

Move to approve an amendment to the HFC Foundation Bylaws and the establishment of a written Memorandum of Understanding.

VI. 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:
 - Disposition of Property Policy
 - Employment of Administrative and Support Staff Policy (this new policy combines four previous policies)
- Trustee Petlichkoff stated that the Building & Site Committee met tonight to review the selection process for the Construction Management firm so we would have a good understanding of it.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

- President Kavalhuna, in response to Mary Lane's comments during Citizen Participation, stated that Nick Pasiero was the person who previously handled parts of the IEMP. Nick has changed positions and is now an instructor at HFC. We do intend to fill the vacancy left by Nick.
- President Kavalhuna state he enjoyed attending the 25+ Club event which is a joint event between the P-12 and HFC. Trustees Thorpe and McDonald attended as well as Dr. Maleyko.
- President Kavalhuna thanked the Board for approving Dan Murray as the permanent Director of Purchasing.

- President Kavalhuna stated this is VP Amy Clark’s last Board meeting as she retires October 31. President Kavalhuna encouraged everyone to congratulate her and let her know how much we appreciate her service at HFC.
- President Kavalhuna stated that Patti Flogaus has been in her role as his assistant for one year now.
- Trustee Thorpe stated he attended the Eastern Market Harvest Gala. Our Culinary area did a great job, and it was nice to see Chef Cosenza’s father at the event.
- Trustee Thorpe thanked President Kavalhuna for showing him around the HFC campus. Trustee Thorpe enjoyed seeing what is going on in the various buildings. He was able to talk to students and get some feedback from them.
- Trustee Mozip stated he attended the Black Males and Queens Focus Group event on October 3. The event was amazing, and he enjoyed hearing from students about how much Henry Ford College has impacted their lives.
- Trustee Mozip reminded everyone that November 5 is election day. Also, early voting begins on October 26.
- Trustee Mozip thanked Vice President Clark for her service and all her work on the Policy Committee.

VII. FUTURE MEETING DATES

- A. Monday, November 11, 2024, **P-12** Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, November 25, 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, November 25, 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 7:29 p.m.

Irene Watts, Secretary