

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
November 25, 2024**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, November 25, 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:

- Board of Trustees Building & Site Committee Meeting - October 21, 2024
- Board of Trustees Policy Committee Meeting – October 21, 2024
- Regular Board of Trustees Meeting – October 21, 2024

III. PRESIDENT'S ITEMS

- President Kavalhuna thanked the Board for moving the November Board meeting to today and reminded them our next Board meeting takes place in two weeks.
- President Kavalhuna announced the Nursing Program's Pinning Ceremony takes place on Friday, December 13. President Kavalhuna will be one of the speakers at this event.
- President Kavalhuna stated we have been working hard on a new strategic plan. The work has happened quickly and collaboratively.
- President Kavalhuna shared that there is a lot of work being done to prepare for the new Student Success Center on campus. We have had several meetings to engender discussion. The last meeting we held was the Town Hall last week. President Kavalhuna has received a lot of internal feedback from the College regarding what we need, what we want, and what we would have if we could have everything we wanted. President Kavalhuna has told everyone, nothing has been decided yet. We are just in the process of envisioning the project. President Kavalhuna encouraged the Trustees to let him know if they have ideas

they would like to share regarding the new building. President Kavalhuna thanked Trustee McDonald for attending the Town Hall. This is the largest project HFC has ever had. We are working together as a College to make the best of this new project.

Trustee Petlichkoff heard from an employee after the Town Hall. This person was surprised how few people attended the meeting. Trustee Petlichkoff explained to her that we will be delivering information in multiple ways. She should be able to find updates about the project on the website and hopefully signage. This employee works in the Welcome Center. There is concern in the Welcome Center, as well as other areas, about where everyone is going to be moving. Trustee Petlichkoff hopes the college makes every effort to keep everyone up to date about the project. President Kavalhuna stated we are trying to find every way possible to communicate with stakeholders. President Kavalhuna has been clear that our goal is to hear from everyone and try to deliver on everything we can but recognizing there is no way we can meet every request. We have launched a website for this project that is available to everyone. We will be providing an electronic form which will allow employees, trustees, and community members to provide feedback about what they believe is important in this process. President Kavalhuna stated if there are other ways we haven't contemplated to have voices heard, he is interested in hearing those ideas.

Trustee McDonald stated that during the Town Hall, it was emphasized that this is an ongoing process. Nothing has taken place yet and we are in the planning stages, and this is the reason for holding a Town Hall and other informational meetings. We are interested in getting everyone's input. Trustee McDonald stated this was all made quite clear in the Town Hall meeting.

IV. SPECIAL REPORTS

A. Audit Presentation for Fiscal Year Ended June 30, 2024
Vice President Satkowski

Vice President Satkowski introduced Plante Moran auditor, Dana Coomes, who reported that the audit for fiscal year ending June 30, 2024, resulted in a clean unmodified opinion. This is the best finding outcome with no audit adjustments required. The same results apply to the audit of the College's federal programs funds.

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 November 25, 2024, the HFC Board of Trustees discussed and reviewed changes to the following policies:

Policies for Board Review

- Disposition of Property Policy
- Employment of Administrative and Support Staff Policy (this new policy combines four previous policies)

Policies to Rescind

- 4000 Creating a Position – Professional Staff
- 4050 Employment of Professional Staff
- 9000 Creating a Position – Support Staff
- 9050 Employment of Support Staff

Trustee Mozip explained that the Employment of Administrative and Support Staff Policy is new and combines four previous policies which will be rescinded. All of these policies will be coming to the Board next month for action.

B. Strategic Plan 2025-2027 – Board Report #4761
President Kavalhuna

<p>Strategic Priority 1: ACCESS</p> <p><i>HFC will increase enrollment, especially for underrepresented and historically underserved student populations.</i></p>	<p>Goal 1: Increase enrollment of Black/African American students by 10% per year for two years.</p>
	<p>Goal 2: Increase enrollment of Hispanic/Latino students by 10% per year for two years.</p>
<p>Strategic Priority 2: RETENTION</p> <p><i>Henry Ford College will achieve improved and equitable retention rates for all students by increased credit accumulation reinforced through proactive, student-focused support and intervention programs.</i></p>	<p>Goal: Increase the percentage of first-time, full-time students who earn 24+ credits in their first year by 4% each year and increase the percentage of part-time students who earn 15+ credits in their first year by 4% each year.</p>

<p>Strategic Priority 3: COMPLETION</p> <p><i>HFC will increase credential attainment and close completion equity gaps across all student populations.</i></p>	<p>Goal: Increase the total number of certificates and degrees awarded while raising the institutional Graduation Rate above 25%.</p>
<p>Strategic Priority 4: TRANSFER</p> <p><i>HFC will achieve improved and equitable results regarding successful and seamless transfer to a 4-year college or university for all students seeking to attain a bachelor's or other advanced degree.</i></p>	<p>Goal: Increase HFC's Transfer Out with Award Rate to 50%.</p>

Dr. Michael Hill, Strategic Planning Committee Co-Chair, and Faculty Senate Chair announced that the Faculty Senate has endorsed the new strategic plan for 2025-2027. Dr. Hill assured the Board that faculty committee members were engaged in reviewing the strategic plan. Dr. Hill stated that a community of faculty, administrators and student support representatives worked together collaboratively. The new strategic plan is more focused on working toward the success of all students, particularly our underserved populations. Dr. Hill thanked President Kavalhuna who co-chaired this Committee with him.

Vice President Gonko provided a slide presentation which outlined each strategic priority along with the associated goal(s). These priorities are the same as our 2022-2024 Strategic Plan with minor changes. Student Success remains at the center of our new Strategic Plan. Now, we want to increase our focus and continue with our work on student success.

Trustee Thorpe thanked everyone who served on this Committee. This Strategic Plan gives the Board very specific measurable goals. Determining how we are progressing and whether milestones are being reached is something with which the Board has always had difficulty determining.

VI. ACTION ITEMS

A. Citizen Participation

Da'Quan Gwinner spoke to the Board about good things happening on campus.

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion to approve action items numbered 1-3 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. Hunter Tire Changer – Board Report #4762
Vice President Satkowski

Move to approve a contract award to Equipment Distributors for \$36,418.99 for a Hunter Tire Changer as requested by the School of Business, Entrepreneurship, and Professional Development, in accordance with the specifications of Bid #23616.

2. Precision Measurement Instrument Certification Course – Board Report #4763
Vice President Satkowski

Move to approve a contract award to Snap-on Industrial for \$38,269.98 for the purchase of a Precision Measurement Instruments (PMI) Certification course, as requested by the School of Business, Entrepreneurship, and Professional Development, in accordance with the Snap-on Industrial Quote #IMP-001375150 dated October 25, 2024.

BOARD-ADMINISTRATIVE SERVICES

3. Board of Trustees Policy Updates
Trustee Mozip

Background information: On October 21, 2024, the HFC Board of Trustees discussed changes to the following policies:

Policies for Board Review

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

Recommended Action: Move to approve the changes to the following policies:

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

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

- Trustee McDonald reported that the Audit Committee meeting was held prior to this meeting. Dana provided us with a wonderful presentation.
- Trustee Watts reported that she attended the Henry Ford College Foundation meeting on September 5, 2024. Items covered at the meeting were the balance of funds (\$22M), Endowment Fund balance (\$18M), a report provided by Morgan Stanley regarding Federal Reserve rates, a presentation of the Community College Promise Guarantee, and Vice President Best reported that the Foundation was leading into the Alumni Relations creation to engage more alumni back on campus.
- Trustee Watts reported that President Kavalhuna and she attended the ACCT Conference in Seattle, Washington in October. They gave a presentation about using data to drive a strategic plan. They shared how we used data to increase graduation rates and how it came through the strategic plan. It was a great presentation, and they had a lot of engagement. Attendees were amazed that we could fit our whole strategic plan on one page and make it very simplistic. What we have at HFC is very unique.
- Trustee McDonald stated she presented on a strategic plan with Glenn Maleyko a few years ago. She agreed that this was an eye-opening experience. Trustee McDonald stated that both teams were able to get a concise strategic plan on one page. Having it in this format gets everyone focused and using the document. It is a document that actually guides the College and the District. Trustee McDonald stated she is so proud of both teams.
- The MCCA is bringing the ACCT to Lansing to provide classes for Trustees. Trustee Watts will send the registration link to the Board. These classes are for new and existing Trustees. Classes run December 5-6, 2024.

C. Requests for Information and/or Future Agenda Items

Trustee Mozip asked if the Board could be provided with a report on the current demographics of our students on campus by race and by first generation. Trustee McDonald asked if gender could also be included. President Kavalhuna stated he will get the information and circulate to the Board.

D. Board Member Commentary

- President Kavalhuna welcomed Trustee-Elect Jamal Aljahmi who was in the audience. President Kavalhuna, Chair Berry and Vice-Chair Petlichkoff met with Mr. Aljahmi for a New Trustee Orientation. This was in compliance with our bylaws that require us to offer orientation to new trustees. This meeting took place last week. We appreciate Mr. Aljahmi's interest in the Board.
- Chair Berry wished everyone a happy Thanksgiving.

VIII. FUTURE MEETING DATES

- A. Monday, December 2, 2024, **P-12** Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, December 9, 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, December 9, 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 7:47 p.m.

Irene Watts, Secretary