

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
January 21, 2025**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 21, 2025, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:03 p.m. by Chair Mozip.

ROLL CALL

On roll call, the following were present: Trustees, Jamal Aljahmi, Mary Petlichkoff, Irene Watts, Amer Zahr and Chair Adel Mozip. Trustee Patrick D'Ambrosio was absent. There being a quorum, the meeting was declared in session. Trustee Hussein Berry joined the meeting at 7:20 p.m.

Chair Mozip stated that new Board officers were elected at the last P-12 Board meeting. Chair Mozip thanked his colleagues for trusting in him and electing him as Chair/President of the Board for this year. Trustee Irene Watts was elected as Vice Chair; Trustee Patrick D'Ambrosio was elected as Treasurer; and Trustee Amer Zahr was elected as Secretary.

II. APPROVAL OF MINUTES

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

- Board of Trustees Policy Committee Meeting – December 9, 2024
- Regular Board of Trustees Meeting – December 9, 2024

III. PRESIDENT'S ITEMS

- President Kavalhuna welcomed new Board Trustees Jamal Aljahmi and Amer Zahr.
- President Kavalhuna congratulated new Board Chair, Adel Mozip in his new position. He added it is always a point of pride to have someone who came up through the Dearborn school system leading our Board.
- President Kavalhuna stated Trustee Watts is now the Vice Chair, and he looks forward to working with her in her leadership role at the College.
- President Kavalhuna stated that he asks his senior staff and union leaders to attend the College Board meetings and sit where Board members can see them.

President Kavalhuna offered to introduce these leaders to the new Trustees after the meeting.

- President Kavalhuna stated that, from time to time, Trustees might ask him a question to which he does not know the answer and he might ask one of his colleagues to respond.
- President Kavalhuna stated that each school year we hold two State of the College events. One is held at the beginning of the fall semester and the other at the beginning of the winter semester. Trustee Mozip attended the winter 2025 State of the College. All Trustees are welcome to attend.
- President Kavalhuna encouraged Trustees to consider attending our commencement ceremonies. This year, our graduation will take place on May 10 at the Dearborn Performing Arts Center. He added this is a wonderful event, and we would love to have Trustees on stage with us.
- President Kavalhuna stated that Vice President Nealon's mother recently passed away.
- President Kavalhuna announced that John Satkowski, Vice President and CEO at HFC has decided to retire at the end of April. We have started the search process to find a replacement.
- President Kavalhuna stated that Vice President Satkowski has been helping him create the plan to replace the K building on campus. The design and construction firms were chosen and the Board approved. President Kavalhuna asked Vice President Holly Diamond to be the liaison between the design firm and the College. More details will be provided to the Board in the coming months. President Kavalhuna circulated to all the Trustees the website address that was created for this project and contains timelines for this project.
- President Kavalhuna introduced Vice President of Student Affairs, Holly Diamond to the new Trustees. Vice President Diamond is over areas such as Enrollment Services, Student clubs, programs that help marginalized students, the Athletic Department, and others.
- President Kavalhuna introduced Dr. Naser Abumustafa, who is the new Associate Dean of the School of BEPD. Dr. Abumustafa is slated for publication for two of his research writings. Both are in SCIREA Journal of Management.
- President Kavalhuna stated that, as Trustees D'Ambrosio could not attend tonight's Board meeting, we would like to take a new Board group photo just prior to the February Board meeting. We will also take headshots of the Trustees.

IV. DISCUSSION ITEMS

A. FY2025 Mid-Year Budget Adjustment – Board Report # 4765 Vice President Satkowski

Mid-year budget adjustments are required for the initial FY2025 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year.

Total revenue is recommended to be increased by \$4.0M. The increase in

State Appropriations of \$1.75M is related to a reduction in the College's portion of retirement payments which will now be paid by the State. The increase in State Appropriations took place after the College's budget was approved in May 2024. Tuition increased by \$2.0M. Enrollment was budgeted at the same level as FY2024. However, the Fall enrollment increased by 3.5% and Winter enrollment is anticipated to increase by 6.8%. Summer 2024 enrollment was up by 5.6%. Investment earnings have been reviewed and will be increased by \$250,000 due to increased investments.

Expenses have been reviewed and increases for the various categories total \$2.3M Funding for adjunct faculty is increased by \$500,000 due to the enrollment increase for the year as well as Fringe benefits increased by \$500,000. The \$1.3M in Mandatory Transfers and Purchased Services increase of \$1.1M are related to the additional one-time expenses for the Loop Road erosion and the purchase of CourseDog software. Also, an adjustment for employee vacancies of over \$775,000 provides an expense reduction for the year. Other categories such as utilities are reduced by \$500,000 due to the IEMP energy efficiency investments. Other increases totaled \$175,000.

With the recommended adjustments, the net surplus for FY2025 increases from \$258,000 to \$1,958,000.

B. 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 December 9, 2024, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the following policies:

Policies for Board Review

- Student Code of Conduct

V. ACTION ITEMS

A. Citizen Participation

None

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 Berry, supported by Trustee Petlichkoff, 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. Building H Elevator Modernization Project – Board Report #4766
Vice President Satkowski

Move to approve a contract award to Otis Elevator Company in the amount of \$373,854.00 for the Building H Elevator Modernization project requested by Facility Services, in accordance with the Otis Elevator Proposal #KDS06302023 dated December 12, 2024.

2. Civitas Learning College Scheduler Program to Improve the Student Course Scheduling and Registration Experience – Board Report #4767
Vice President Satkowski

Move to approve a contract award to Civitas Learning in the amount of \$179,975.00 for the purchase, customization, and implementation of the Civitas Learning College Scheduler Program requested by the Vice President of Student Affairs in accordance with the Civitas Learning Proposal dated September 1, 2024.

Chair Mozip asked how well this new software will work with Ellucian and CourseDog. Vice President Holly Diamond stated the Civitas software works with Ellucian, and CourseDog, and is the only software the committee reviewed that interface with Ellucian. This made it very appealing and optimizes the student experience.

Trustee Petlichkoff asked if all students are required to use this software or if this is voluntary. Vice President Diamond stated they would like to implement this with all our students. They would begin with our seasoned students to get them up to speed. We would introduce our new students to this software via the New Student Orientation process.

Trustee Petlichkoff asked if this software has the ability for a student to give feedback as to whether this is a useful approach. Vice President Diamond was not certain but stated they could find a way for students to provide

feedback.

HUMAN RESOURCES

3. 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, 10 Months, effective 1/8/2025. Ms. Attard was temporary full-time during the Fall 2024 semester.

Fadia Cudry, Chemistry Instructor, School of Science, Technology, Engineering and Mathematics, Ph.D., Step 2, 10 Months, effective 1/8/2025. Ms. Cudry was temporary, full-time during the Fall 2024 semester.

Jennifer Paducha, Medical Office Assistant Instructor, School of Health and Human Services, LMA, Step 2, effective 1/8/2025. Ms. Paducha was temporary full-time during the Fall 2024 semester.

Emily Pritchett, Psychology Instructor, School of Liberal Arts, MA, Step 2, 10 Month, effective 1/8/2025. Ms. Pritchett was an adjunct during the Fall 2024 semester.

Margaret Roche, Nursing Instructor, School of Health and Human Services, MA, Step 8, 10 Months, effective 1/8/2025.

Ali Shoumer, Mathematics Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 3, 10 Months, effective 1/8/2025. Mr. Shoumer was temporary full-time during the Fall 2024 semester.

Todd Symington, Psychology Instructor, School of Liberal Arts, Ph.D., Step 8, 10 Months, effective 1/8/2025.

Magidah Alaudi, Biology Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 7.5, 10 Months effective 1/8/2025. This is a temporary full-time position. Ms. Alaudi was temporary full-time during the Fall 2024 semester.

Keith Davis, Hospitality Studies Instructor, School of Business, Entrepreneurship, and Professional Development, LMA, Step 9, 10 Months effective 1/8/2025. This is a temporary full-time assignment. Mr. Davis was temporary full-time during the Fall 2024 semester.

Karen Larson-Voltz, Art Instructor, School of Liberal Arts, MA+30, Step 8, 10 Months effective 1/8/2025. This is a temporary full-time assignment. Ms. Larson-Voltz was temporary full-time during the Fall 2024 semester.

Nagham Mehdi, Biology Instructor, School of Science Technology, Engineering and Mathematics, LMA, Step 1, 10 Months, effective 1/8/2025. This is a temporary, full-time assignment for the Winter 2025 semester.

Tasneem Sous, Mathematics Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 7, 10 Months, effective 1/8/2025. This is a temporary, full-time assignment for the Winter 2025 semester.

VI. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

President Kavalhuna stated that the College received a letter with attention to Trustee Petlichkoff. She opened it and gave it to President Kavalhuna. This is a garnishment that he will give to Legal Counsel.

B. Board Committee Reports

- Trustee Mozip reported that there were no Committee meetings held prior to this meeting. The next Policy Committee meeting will take place in February

C. Requests for Information and/or Future Agenda Items

- Trustee Berry asked to see a list of the 60 new sections that were added for the winter semester as a result of the increased enrollment. He also asked to see the modality percentages associated with these offerings. President Kavalhuna stated he would circulate a report with this information to the Board.
- Trustee Zahr requested a report indicating what are the places and times a student is inquired as to his racial or demographic background. What is it that they see, what are their options, and what is the current data we have captured there. Also include if we have information that some students are not answering that question.
- Trustee Aljahmi asked how he can get the information regarding the new SEMSSC project. President Kavalhuna will send all Trustees a link to the website we created to provide this information. President Kavalhuna invited any Trustee to chat with him about the plan.
- Trustee Zahr stated he likes to wear Dearborn Education swag to every meeting. He would like to receive some HFC swag. President Kavalhuna stated that Patti Flogaus can assist him with getting these items.

D. Board Member Commentary

- New Trustee Jamal Aljahmi stated he is very excited to work with everyone

at the College as he also attended HFC. He looks forward to working collaboratively and having a good relationship with everyone.

- New Trustee Amer Zahr thanked everyone for their support. He looks forward to helping turn the College into more of a gem than it already is in our community.
- Trustee Berry apologized for his late arrival to tonight's meeting. He thanked President Kavalhuna for last year when he served as Board Chair and added he appreciated working together.
- Chair Mozip thanked Trustee Berry and Trustee Petlichkoff for leading the Board last year. We look forward to more success this year.
- Trustee Mozip stated that he attended the MLK Convocation last week. This event was a joint effort between Henry Ford College, Oakland Community College and Macomb Community College. Chair Mozip noted that the speaker, Dr. Yusef Salaam, was very good and shared his story of being wrongfully imprisoned. Chair Mozip thanked Ms. Tracye Davis, Executive Director of DEIB, for helping put this event together.
- Trustee Zahr stated that Cindy Parrelly recently passed away. Cindy had retired from HFC where she once held the position of Executive Assistant to the President. After her retirement, Cindy ran for a seat on the Dearborn School Board.
- President Kavalhuna stated he represented Henry Ford College in the annual, joint recognition of Martin Luther King Jr. at the University of Michigan- Dearborn. The event was well attended by both HFC and UM-D staff.
- President Kavalhuna stated that former Mayor of Dearborn, Jack O'Reilly passed away. He was a staunch supporter of Henry Ford College. President Kavalhuna will be attending Jack O'Reilly's memorial service.
- President Kavalhuna thanked former Board Chair, Hussein Berry for his service during 2024. To commemorate the passing of the gavel, President Kavalhuna presented Trustee Berry with a plaque.

VII. FUTURE MEETING DATES

- A. Monday, February 10, 2025, **P-12** Board of Education meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, February 17, 2025, **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, February 17, 2025, **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 Mozip was unanimously approved by those members present that the meeting be adjourned at 8:04 p.m.

Amer Zahr, Secretary