

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
FEBRUARY 20, 2017**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, February 20, 2017 at the Henry Ford College Administrative Services and Conference Center at 7:10 p.m. by Chair Bazzi.

**ROLL CALL**

On roll call, the following were present: Trustees Berry, Hammoud, Lane, Meade, Petlichkoff, Thorpe and Chair Bazzi. There being a quorum, the meeting was declared in session.

**II. APPROVAL OF MINUTES**

Resolution offered by Trustee Berry and supported by Chair Bazzi was adopted that the minutes of the Henry Ford College Board of Trustees special, closed session and regular meetings on January 17, 2017, be approved.

Hearing no other corrections or additions, Chair Bazzi attached an affirmative vote.

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

Recognition and acknowledgement items were read by Mazen Al-Badany. Mr. Al-Badany is an active member of Phi Theta Kappa and the International Students Organization. He will graduate in August 2017 and plans to transfer to Eastern Michigan University to continue his education and pursue a bachelor degree in Human Resource Management.

- Congratulations to Dr. Lisa Copprue for her nomination and unanimous election as Secretary of the Detroit Urban League Board of Directors.
- Congratulations to Aura Cazares, Student Conduct and Compliance Officer and Student Title IX Coordinator who has been appointed as the Co-Coordinator for the Association for Student Conduct Administration's Michigan Chapter. Additionally, Ms. Cazares is currently the Co-Coordinator with Grand Rapids Community College for the Michigan Community College Consortium on Sexual Assault Prevention and Awareness.
- Congratulations to the following HFC students who won awards at this year's LAND conference on February 17: LAND Student Scholars - Bashair Pasha, Brittney Arafat, Sophia Hart, Farah Safieddine, Kutaiba Alrefaai, Amanda Chatila, Tabitha Sheronick, Mahdi Berry, Ryan Atkinson; LAND Art Contest 2D - Sarah Williams (3<sup>rd</sup> Place); LAND Art Contest 3D - Shandra Dicks (2<sup>nd</sup> Place); LAND Writing Contest – Creative Essay Winner - Brittany Arafat (1<sup>st</sup> Place), Malik G. Clifton (2<sup>nd</sup> Place); and LAND Writing Contest – Poetry Winner - Gloria Niles (2<sup>nd</sup> Place). We also want to congratulate all the Faculty Mentors who worked with the students for this event:

Dr. Peter Kim, Geraldine Grunow, Dr. Hassan Nameghi, Dr. Adam Hazlett, Steve Glazer, and Ruth Ann Schmitt.

- Congratulations to Chef Kris Jablonski for achieving the Certified Executive Pastry Chef designation from the American Culinary Federation (ACF).
- HFC hosted the Region VI Business Professionals of America Leadership Conference/Competition on January 6. More than 600 students from many area high schools competed in events that focused on business skills
- HFC received a very warm and grateful letter from Tamara Shoemaker, Vice President of Operations of the Midwest Chapter of the Colloquium for Information Systems Security Education, and Director of U of D Mercy's Center for Cyber Security and Intelligence Studies. Ms. Shoemaker wrote to call attention to the great work that faculty members Marrci Conner and Katie Fitzner are doing in working with the CyberPatriot team at Cass Technical High School.
- HFC Big Band hosted their Big Bop and Pop concert on Saturday, January 28. The Dearborn Rotary Club sponsored the concert and raised over \$16,000 for HFC student scholarship funds.
- Eshleman Library recently became a member of the Michigan Virtual Reference Collaborative to provide 24/7 online reference services. Services should be available through the library website by the end of February.

#### IV. **PRESIDENT'S ITEMS**

President Jensen provided the following updates to the Board of Trustees:

- President Jensen introduced Kevin Dewey who led an acapella version along with chorus members from four HFC vocal groups of *For the Good of All, Pro Bono Omnium*, a song that is on the agenda for approval as the official Henry Ford College school song.
- President Jensen reminded everyone of the President's Collage Concert on Saturday, February 25.
- Daily Cash Flow and General Fund Budget Summary were reviewed.
- Henry Ford College is second in the Fiscal Year 2018 Capital Outlay Project Request Review and Evaluations ranking. Dr. Jensen cautioned that although we are second in ranking, this does not ensure approval of funding. The next step would be recommendation for planning authorization which means we would be required to provide blueprints for the project submitted.

#### V. **SPECIAL REPORTS**

##### A. Eshleman Library Update – Board Report #4331 – Vice President Nealon

Eshleman Library inspires students by developing avenues for curiosity while serving as an academic and intellectual heart of the campus for study, research, academic assistance and the open exchange of ideas.

The mission of Eshleman Library is to teach students how to access, select, and integrate a broad network of information resources that inspire learning through exploration, research, discussion and creation of new information in support of the advancement of critical thinking and information literacy development. Learning

centered, the Library serves as a steward of both virtual and physical collections as well as spaces and programs developed to spark curiosity and develop critical habits of thinking.

### **Usage Statistics**

- Door Entries: August – December 2016 – 140,575
- Daily Entries: 1,700 – 2,100/day (Mon – Thurs, Fri and Sat lower)
- Busiest Month: October – 37,053
- Busiest Hours: 7:30 a.m. – 6:00 p.m.
- Busiest Days: Monday – Thursday
- Media Center: Fall 2016 – 34,567 Logins

### **Library Instruction and Outreach Programming**

- Library Instruction Fall 2016: 69 Sessions, 1545 Students
- Displays Fall 2016: 12 interactive displays ranging from Human Rights Awareness, to Health Information Literacy, to National Memoir Writing Month (26 memoirs written and displayed).
- Programs Fall 2016: 8 programs ranging from Engineering Technology Innovation Day (partnered with Engineering program, TechTown Detroit and Career Services - ~100 participants), to Finals Week Activities (153 participants)

### **Collections**

- 110,857 Items (books, DVDs, etc.)
- 34,145 E-Books
- 114 Databases (78,712 E-journals, 26,000+ Streaming Video Films) with 24/7 access
- Graphing Calculators, Puzzles, Telescopes, Interactive Displays, Artwork

### **Access Technologies**

- Sierra: Public Access to Books, Cataloging, Circulation Services, Technical Services
- Summon Intota: Single, comprehensive Search Engine for HFC owned books, journal articles, streaming videos with direct link to full text. Extended Search Engine for worldwide materials. Comprehensive serials/database management, ROI assessment, usage statistics, and purchase staging.
- MEL: Interlibrary Loan within Michigan for all College, University, and Public Libraries
- WorldCat: Comprehensive catalog search of all available research materials linked through the OCLC WorldCat system (includes articles and books). Limited access to books only through a pay-per-use fee. Mediated requesting only due to limited budget.
- OCLC: Provider of national catalog standards and copy-catalog records for input and editing.
- LibGuides: Guided pathways for information within specific disciplines.
- Question Point 24/7 Virtual Reference (beginning 2/2017)

### **Support Technologies**

- 126 Computers (5 MACs)

- 1 Public Computer, Limited Use
- 3 Printer Scanners (One Color)
- Moveable whiteboards
- Fax Machine
- Group Study Rooms

### **Building Needs**

- Professional Architectural Library Design
- Infrastructure:
  - Electrical upgrade: outlets, computer charging, data-drops.
  - Lighting upgrade: To improve flexibility for outreach activities and study areas
  - Building Structure: flooring heave, facilities upgrades, restroom renovations, flexible space, classrooms
  - Sound buffering and noise control.
  - Security: cameras
- Cosmetic Improvements
  - Carpet
  - Paint: ceiling, walls
  - Service redesign: consulting stations, one-stop stations, small group study
  - Furniture

Vice President Nealon stated that the library of tomorrow looks nothing like the library of today, it is more of a “collaboratorium”. Dr. Adam Cloutier, Director of Teaching and Learning Services introduced Joyce Hommel, Library Supervisor, who provided a presentation on the background of the library, working in the present library and heading into and envisioning the future of the library. Ms. Hommel introduced Stormy Miller, a second year student at HFC who spoke on her positive experience working in the library.

### **B. Planning – Board Report #4332 – Vice President Chadwick**

Over the past several years, planning at Henry Ford College has developed into a comprehensive set of activities that assists in guiding the College’s work and meeting its desired outcomes. Engaging in planning assists the College in: building on the institution’s strengths; improving upon its weaknesses and challenges; capitalizing on opportunities and emerging trends; and prioritizing, documenting and budgeting for all of the goals that the institution wants to accomplish. An equally important impetus for planning, the Higher Learning Commission has, in its new criteria for accreditation, dedicated one of the five criteria to “Resources, Planning, and Institutional Effectiveness,” stating that “the institution *must* engage in systematic and integrated planning”.

The first level of planning is strategic planning. The process for developing the Strategic Plan 2016-2020 began in late fall of 2015 with the creation of a Strategic Planning Committee, a cross-representative group of full-time and part-time faculty, Cabinet members, administrators and support staff. Various documents and information about the College were reviewed including the College’s most recent Assurance Argument with the Higher Learning Commission (internal scan) a socio-

economic impact study, and environmental scan (an external scan of the environment for events, trends, data, and information that may impact the College). The internal and external scans along with data gathered from focused interviews were analyzed and themes for goals and objectives created. The result is a set of three goals focused on student success, enrollment and building a collaborative culture, along with nineteen objectives (sub-goals).

Operational planning occurs on an annual basis with departments and divisions creating initiatives for *how* they intend to meet the goals and objectives of the strategic plan. During operational planning, executive-directors, directors and associate deans engage faculty and staff in identifying initiatives that they propose will assist in meeting the goals and objectives of the strategic plan. Planning at Henry Ford College is intended to engage all levels of staff across all departments and divisions. Cabinet also engages in creating College Action Plans, providing direction for and defining *how* departments, divisions and staff will meet

New to planning is the comprehensive evaluation process. This year marks the introduction of the Henry Ford College – College Scorecard with each metric providing quantifiable information on the progress of the strategic goals and objectives or providing evaluative information on the foundational resources necessary to support college initiatives. College Action Plans will be reviewed regularly to determine progress on action steps and deliverables and Operational Planning (through Strategic Planning Online - SPOL) will provide a narrative summary on the progress on planning initiatives.

Vice President Chadwick gave a broad presentation on planning and included copies of the College Action Plans – 2016-2020, the Henry Ford College Strategic Plan, 2016-2020 which includes implementation strategies, a Performance Measures Manual, and the HFC College Scorecard. The Board of Trustees commended Vice President Chadwick on the very detailed, well linked plan. As planning continues, a dashboard will be developed that will provide key indicators on how the College is doing at the different stages in the planning cycle.

## VI. **DISCUSSION ITEMS**

### A. Proposed 2017-2018 (FY2018) Tuition Adjustment for Fall Semester – Board Report #4333 – Vice President Satkowski

As the College continues with progress in addressing financial challenges for 2017-2018, there are many program enhancements that need to be addressed. With enrollment relatively flat for FY2017, state aid flat for FY2018 and minimal property tax revenue increases being forecasted, a minimal tuition increase is being recommended for 2017-2018.

In reviewing the College's revenue components of state appropriations, property tax revenue, and tuition, it is noted that revenues have increased by only 12.1 percent to an inflation rate of 13.3 percent since FY2010. This phenomenon is not unusual for higher education since over the seven year period since FY2010, state appropriations have increased by only 5.30 percent and property taxes have decreased, on the initial 3 mills at the College, by 27 percent. Tuition has made up some of the difference in

the lack of funding from state and property taxes. However, the College has attempted to minimize tuition increases as much as possible and did not increase tuition in FY2015. Furthermore, overall inflation for calendar year 2016 was approximately 1.3 percent while inflation in the education sector was at 3.6 percent.

In comparing the College's rates with others (Attachment 1), based upon 2016-2017 rates, the Henry Ford College in-district tuition rate of \$93 is the 27<sup>th</sup> lowest out of 28 colleges, the out-of-district rate is 19<sup>th</sup>, and the out-of-state/international rate is the 16<sup>th</sup> lowest.

Therefore, with the College's position in tuition compared to others, it is recommended that rates be adjusted as follows:

	<b>Current</b>	<b>Recommended</b>	<b>Percentage</b>
In-District	\$ 93.00	\$ 96.00	3.2%
Out-of-District	\$161.00	\$166.00	3.1%
Out-of-State	\$230.00	\$240.00	4.3%
International	\$230.00	\$240.00	4.3%

These rates would place Henry Ford College rates at 26<sup>th</sup>, 19<sup>th</sup>, and 13<sup>th</sup> for in-district, out-of-district, and out-of-state/international respectively compared to FY2017 rates. However, per MCCBOA surveys, most colleges will be increasing rates in FY2018. It should also be noted that Henry Ford College is one of only nine colleges that charges for tuition based on credit hours versus contact hours. Charging by contact hour does cost students more since contact hours exceed credit hours in a number of classes. Henry Ford College does charge a lower rate for contact hours, which are capped at 5 hours per class. The rate for FY2018 will be \$93 per hour.

**RECOMMENDATION:**

It is recommended that tuition rates for in-district, out-of-district, and out-of-state/international students be set for FY2018 (beginning fall 2016) at \$96, \$166 and \$240 per credit hour respectively.

**B. Tuition Rates for the Hospitality Studies and Culinary Arts Program Four-Year Degree for 300 and 400 Level Classes – Board Report #4334 – Vice President Satkowski**

With the opportunity to offer a four-year degree in the Hospitality Studies and Culinary Arts Program, tuition rates for 300 and 400 level classes will need to be established to adequately operate the program. After reviewing the cost to add the third and fourth years of the program, it has been determined that tuition rates for completing the four-year degree should be established as follows:

In-District	\$200.00
Out-of-District	\$265.00
Out-of-State/International	\$350.00

It has been determined that the College should retain an in-district rate for its residents due to the local support received from the community. These rates have been compared to rates for institutions that provide four-year degrees and the out-of-district rate is less than the rates charged by four year institutions.

**RECOMMENDATION:**

It is recommended that the tuition rate for 300 and 400 level classes in the culinary program be set at \$200.00, \$265.00, and \$350.00 per credit hour for In-District, Out-of-District, and Out-of-State/International students, respectively.

C. Update Tuition Rates for Out-of-District Dual Enrollment Students and Third Party Payers – Board Report #4335 – Vice President Satkowski

As the College continues to expand its dual enrollment and third party for credit programs, a number of out-of-district schools expressed having dual enrollment students take classes at the College, but at rates less than the current out-of-district rates if they can guarantee a minimum number of credit hours per semester for their students. The same request has been made by third-party payers (i.e. Chrysler, Ford) who pay for students who work at out-of-district facilities. These initial requests were formally addressed and approved by the Board of Trustees under Board Report #4140 in April 2015.

Therefore, we are proposing that out-of-district rates be reduced by \$44 per credit hour if a minimum number of 140 credit hours of instruction are agreed to in a Memorandum of Understanding (MOU) for each semester. If the minimum is not met, then the regular out-of-district rate would be charged.

The attached memorandum identifies this proposal as well as a number of other proposals that relate to “space” rental and “instruction” payments when the school district provides space and instruction. The space rental and instructional payments are for your information.

In addition, the attached memorandum also discusses tuition for in-district third party payers for their employees who attend the College in for-credit classes. Those in-district companies pay local property taxes, therefore; all of their employees will be charged in-district rates.

**RECOMMENDATION:**

It is recommended that out-of-district schools and third party payers, who can guarantee 140 credit hours of instruction per semester, pay an out-of-district rate which is \$44 per credit hour less than the standard rate. Also, it is recommended that an in-district third party payer pay in-district rates for all of their employees regardless of their residency.

**VII. ACTION ITEMS**

A. Citizen Participation

John McDonald, representing Local 1650, spoke about Trustee Berry’s comments regarding Local 1650 correspondence.

Motion to extend the Board meeting an extra fifteen minutes was offered by Trustee Meade and supported by Trustee Hammoud was approved with the following roll call attached: Ayes: Trustees Berry, Hammoud, Lane, Meade, Petlichkoff, Thorpe and Chair Bazzi (7). Nays: None (0).

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Motion offered by Trustee Berry and supported by Trustee Hammoud was adopted with unanimous approval attached to move that action items 1 through 8 be approved as recommended.

**BIDS AND CONTRACTS**

1. Laerdal SimView System – Board Report #4336– Vice President Satkowski

Moved that the award of a contract to Laerdal Medical Corporation for an amount not to exceed \$69,928.21 for the purchase and installation of a Laerdal SimView System, in accordance with Quote #1-457XOE dated February 2, 2017, be approved.

2. Online Orientation Software Renewal – Board Report #4337 – Vice President Satkowski

Moved that the award of a contract to Comevo LLC for \$33,048 for Online Orientation Software licenses in accordance with their proposal dated January 10, 2017, be approved.

3. CareerFocus Magazine – Board Report #4338 – Vice President Satkowski

Moved that the award of a contract to Academic Marketing Services for \$39,999 for the printing of the CareerFocus Magazine and associated services, in accordance with Quote #10173-2 dated July 6, 2016, be approved.

**HUMAN RESOURCES**

4. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4339: Resignation A-7; Retirement B-7; Leave of Absence C-7; Appointment D-7; Salary Change in Status E-7; and Change in Classification F-7, be approved.

5. Interim Supervisor, Facility Services – Vice President Glass

Moved that the appointment of Mr. Stephen Gary to the position of Interim Supervisor, Facility Services, at Grade 6, Step 3 of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective January 23, 2017, be approved.



**BOARD ADMINISTRATIVE SERVICES**6. FY 2016-2017 Mid-Year Budget Adjustment – Vice President Satkowski

Moved that the FY 2016-2017 Mid-Year Budget Adjustment as presented in Board Report #4325 at the Board of Trustees regular meeting on January 17, 2017, be approved.

7. Board of Trustees' Collective Bargaining Team – President Jensen

Background information: This spring the Board of Trustees will begin negotiations on the collective bargaining agreement with the Adjunct Faculty Organization, AFT Local 337. Appointment of the Board/Administrative negotiating team is called for at this time.

Moved that the appointment of the following individuals to serve as the Board of Trustees representatives in upcoming negotiations with the Adjunct Faculty Organization, AFT Local 337, be approved:

Vice President Glass  
Ms. Lynn Borczon  
Mr. Reuben Brukley  
Ms. Jennifer Ernst

8. Henry Ford College School Song: "For The Good Of All" (Pro Bono Omnium) – Board Report #4340 – President Jensen

Moved that the song, "For The Good Of All" (Pro Bono Omnium), as presented in Board Report #4340 be adopted and approved as the official Henry Ford College School Song.

**VIII. BOARD OF TRUSTEES BUSINESS**A. Acknowledgements of Correspondence

Chair Bazzi received an invitation to the President's Collage Concert along with letters regarding the president's executive order and sanctuary college designation.

Trustee Berry spoke in regard to correspondence from Local 1650.

B. Board Committee Reports

Trustee Hammoud, Chair of the Policy Committee, reported on the special meeting that took place at 6:00 p.m. today. Policy discussion centered on the correspondence from Local 1650 in regard to the College adopting a sanctuary designation and follow-up correspondence from Vice President Copprue outlining procedures already in place

regarding immigrant students. Trustee Hammoud stated that a discussion item will be forthcoming at the March meeting in regard to this topic.

C. Requests for Information and/or Future Agenda Items

Trustee Lane is requesting an executive summary or a "YouTube" video of the "The Democratic Function of Community Colleges" lecture presentation by Dr. Michael Hill be provided at an upcoming Board meeting.

Trustee Berry is requesting a report that shows which classes are being taken by students coming from six of our high school feeder schools.

Trustee Meade is requesting a report on how CPI team recommendations dovetail with the Strategic Plan.

D. Board Member Commentary

Chair Bazzi spoke in regard to the commentary from Trustee Berry and citizen participation comments.

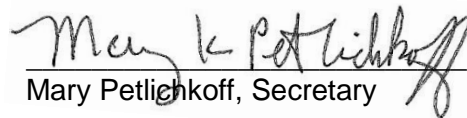
IX. FUTURE MEETING DATES

A. Monday, March 13, 2017, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.

B. Monday, March 20, 2017, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Henry Ford College Administrative Services and Conference Center, in the Rosenau Board Room.

X. ADJOURNMENT

Motion offered by Chair Bazzi, was adopted unanimously by those members present, that the meeting be adjourned at 9:46 p.m.

  
Mary Petlichkoff, Secretary