

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
MAY 15, 2017**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, May 15, 2017, at the Henry Ford College Administrative Services and Conference Center at 7:12 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 Trustee Thorpe was adopted that the minutes of the special Board of Trustees meeting and closed sessions held on April 13, 2017 and the regular Henry Ford College Board of Trustees meeting on April 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 Gabriela Cervantes. Ms. Cervantes began her education at Henry Ford College in the fall of 2014. She has been a part-time student for the past two years and will receive her Associate degree in pre-engineering. Ms. Cervantes plans to pursue her bachelor's degree at Wayne State University.

- In April 2016, Workforce and Professional Development (WFPD) in partnership with UAW-Ford launched the Industrial Readiness Certificate (IRC) Program. To date, we (WFPD) have delivered the IRC training to over 1,500 UAW-Ford represented employees. While HFC owns the three courses, we do not own the program title called the "UAW-Ford Industrial Readiness Certificate Program." Thus, the new title "Pre-Apprenticeship Preparation Program" (PAPP). The PAPP program includes the same three courses: Shop Arithmetic, Blue Print Reading and Trade Related Preparation as does IRC. Workforce and Professional Development have been marketing this program to other UAW-represented employees at Tier suppliers. Faurecia, the 6th largest international automotive parts manufacturer in the world with eleven locations in Michigan and Ohio, has signed a service agreement with HFC to offer the three courses to their membership both on-ground and online. To date, we have registered and received over 100 applications for registration. Also, Faurecia has requested apprenticeship courses for their skill trade workforce in electrical, which will result in additional training opportunities for

the Industrial Arts and Technology Division. Each new employer relationship provides Workforce and Professional Development with a referral; therefore, we anticipate this program growing beyond Ford and Faurecia.

- On Saturday April 8, approximately twenty HFC students traveled to Ann Arbor with Associate Dean Janice Gilliland and Engineering faculty member Dr. Hassan Nameghi for a private symposium, which is a component of the National Institute of Health grant collaboration between the schools. The Dean of Nursing and Dean of Engineering addressed the students with a vision of what life might be like in ten years based on the current research being done at the University of Michigan. The partnership is in its first year of a five year cycle and the next stage will allow three HFC students to participate in a paid research opportunity for twelve weeks this summer.
- The National Science Foundation and the American Association of Community Colleges presented the third annual Community College Innovation Challenge (CCIC) that asks student teams to innovate a STEM-based solution to a real-world problem. For the third year in a row, the HFC team placed in the top ten nationwide and qualified to move on to the Innovation Boot Camp for finalists in Arlington, Virginia on June 12-15. The Boot Camp will enable the teams to further develop their ideas through a workshop focused on building innovation, entrepreneurship and strategic communication skills.
- Congratulations to Dr. Ibrahim Atallah, Counseling Coordinator. He recently received his PhD in Marriage and Family Counseling.

IV. **PRESIDENT'S ITEMS**

- President Jensen shared a thank you note he received from Senator Darwin Boohar thanking him for his testimony before the Joint Capital Outlay Committee in Lansing on May 4. Senator Boohar added that he would continue to advocate for the students at Henry Ford College.
- Feedback on the Capital Outlay Project proposal is very positive. The next step will be to provide blueprints for the project for approval.
- HFC has received a \$600,000 donation from DTE
- Review of the monthly Daily Cash Flow and General Fund Budget Summary for the month of April
- Update on current enrollment numbers for the spring and fall semesters

V. **SPECIAL REPORTS**

A. **Student Retention and Success** – Board Report #4358 – Vice Presidents Copprie and Nealon

Henry Ford College realizes that enrollment management includes effective recruitment, retention and completion of its students. Although most community colleges across the country have focused on access and making the recruitment of students a top priority during Michigan and nationwide enrollment declines. HFC, along with many other colleges, has identified that the success of the students who enroll is the top priority. Student success ensures enrollment stabilization, accomplishment of our mission which is to *measure {our} success by the success of {our} students*, and

maintaining a stable foundation as measured by the Higher Learning Commission and the Department of Education.

Over the past two years, HFC has been entrenched in an institution-wide effort to implement Guided Pathways, a transformative structure to move students seamlessly through its academic programs while reducing confusion, unnecessary course work taken, delayed completion and transfer and loan spending. Central to the success of Guided Pathways are goal targets, objectives, and action plans/initiatives that will keep students focused, connected and on their selected pathway.

Members from the Academic Affairs, Student Affairs and Financial Aid areas have been working on initiatives over the past two years to increase developmental and gateway course completion; fall-to-fall persistence; early identification of a degree, major and transfer institution; identification of stackable credentials; completion rates; and responsible use of financial aid.

In the fall of 2016, the Retention Advisory Committee began its review of data pertaining to the above issues along with HLC recommendations and the institution's strategic plan. These materials provided the committee with guides to develop a comprehensive retention plan that aligns with HFC's mission and strategic plan.

The Retention and Success presentation to the Board of Trustees on May 15, 2017, will serve as an overview of HFC's current picture and plans for the College's work to improve student retention, success and completion. Over the next several years, updates on HFC's progress in meeting the targets identified in the retention plan and in achieving strategic plan goals and objectives will be provided to the Board of Trustees.

Vice President Copprue introduced members from the Retention Advising Committee (RAC) who would be providing narrative for the Retention Plan PowerPoint presentation. Dr. Tanya McFadden provided statistical information (M-STEP rates, sex, ethnicity and age) on the breakdown of the HFC student population in regard to persistence, retention, completion, transfer and graduation rates. Dr. Kim Schopmeyer addressed the structure of what the retention plan looks like, orientation (additional sessions during the semester), additional areas in which to move forward such as one or two credit classes similar to the three credit College 101 class, class sequencing and specific goals to increase success in these areas. Vice President Nealon concluded the presentation with information on Academic and Retention initiatives that tie directly to goal completion.

B. Continuous Process Improvement Teams – Board Report #4359 – Vice President Chadwick

Dr. Jensen first introduced the concept of Continuous Process Improvement (CPI) teams during the summer of 2013, shortly after his arrival at Henry Ford College. Dr. Jensen has completed more than eight hundred CPI projects throughout his career in higher education, which has spanned more than forty years, providing leadership and training to more than thirty colleges and universities across the nation. The goals of Continuous Process Improvement teams include: improving services for our students and stakeholders; re-evaluating the current processes throughout the organization to increase effectiveness and efficiency; maximizing resources (human and financial); and increasing process thinking and excellence throughout the organization.

Since summer 2013, the College has completed over forty-three projects, trained over two hundred faculty and staff, and implemented nearly three hundred improvement recommendations. The projects vary in focus and scope and have included several significant recommendations, which include: clarifying the 7-Steps for Enrollment for new students; improving call center operations by decreasing caller wait time; increasing internal communication by creating an internal employee portal; and numerous others. In total, the recommendations have resulted in improved processes for students, created efficiencies in operations, and in some instances have resulted in significant financial savings for the College. For a full summary of the projects, recommendations and resulting improvements, please refer to the *Henry Ford College Continuous Process Improvement Executive Summary*.

This past year, Dr. Jensen trained a cadre of CPI champions from both HFC and Dearborn Public Schools. The team of champions at HFC all hold Six Sigma Green Belt Certification and have trained and worked with eight teams for the past two semesters. Their plans are to continue the CPI training, revise the CPI booklet and work individually with departments/divisions in training faculty and staff on CPI processes and principles.

Vice President Chadwick referred to the Henry Ford College Continuous Process Improvement Executive Summary Volume 1: Fall 2013-Fall 2016 booklet for additional information on the Continuous Improvement Team process at the College. Vice President Chadwick introduced additional “green belt” CPI trainers: Terri Hagen spoke on how the CPI process ties in with our Strategic Plan and the Higher Learning Commission Criterion 5; Nikole Ford explained the training process for the CPI teams; and Reuben Brukley updated the Board on CPI team recommendations over the past four years (278 which have been implemented out of 309 recommendations), future plans and next steps.

VI. DISCUSSION ITEMS

A. Board of Trustees Policy Updates – Board Report #4360 – Vice President Satkowski

The Henry Ford College office of Legal Services is in the process of reviewing and updating (if necessary) current Board policies. This office is also preparing new policies as dictated by changes in local, state and federal guidelines. Policies ready for review and approval are as follows:

Policy Committee – February 21, 2017

1. EEO and Non-Discrimination
2. Non-Retaliation - NEW
3. Conflicts of Interest, Nepotism and Outside Activities
4. Filming at HFC and Filming Contract - NEW
5. Standards of Conduct and Civility - NEW
6. Electronic Information and Technology Accessibility - NEW
7. Naming of Physical Property

Policy Committee – May 15, 2017

1. Dangerous Weapons
2. Whistleblowers - NEW

3. Drug and Alcohol
4. FMLA - NEW
5. Smoking

Board of Trustees Policy Committee Chair Fadwa Hammoud stated that most of the HFC Board of Trustees policies have not been updated since the 1990s. There are approximately 120 policies that need to be reviewed. In order to have the policies updated by the next Higher Learning Commission site visit in March 2019, the Policy Committee has recommended that several policies be brought forth to the Policy Committee for review (after being vetted by HFC legal counsel, departments affected by the policies and the president's Cabinet). This will be done on a monthly basis prior to each regularly scheduled HFC Board of Trustees meeting at which they will be included on the agenda as Discussion Items. The policies that will be brought forth for voting, with changes made as recommended during the Policy Committee meeting, at the June meeting are: EEO and Non-Discrimination; Non-Retaliation; Conflicts of Interest, Nepotism and Outside Activities; and Naming of Physical Property. The Electronic Information and Technology Accessibility policy was pulled for further review due to an OCR compliance issue with several colleges. The Standards of Conduct and Civility policy will be reviewed further after several Board members agreed with some of the blue card commentary provided by Jeffery Morford.

VII. ACTION ITEMS

A. Citizen Participation

Jeffery Morford, VP of HFCC FT Local 1650, addressed the Board about the Civility Policy.

John McDonald, representing HFCC-FT, AFT 1650, addressed the Board about graduation and transfer rates.

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

B. Special Consideration of an Action Item

Items #11 and #12 were pulled for discussion and roll call votes.

C. Motion to Approve Action Items

Motion offered by Trustee Berry, seconded by Trustee Meade was adopted unanimously to approve action items 1 through 10.

BIDS AND CONTRACTS

1. Multifunction and Production Printers/Copiers – Board Report #4361 – Vice President Satkowski

Moved to award a contract to Applied Imaging, Inc. to provide Multifunction and Production Printers/Copiers in accordance with the specifications of Request for Proposal #17990.

2. 2017 Pavement Maintenance – Board Report #4362 – Vice President Satkowski

Moved to award a contract to Al's Asphalt Paving for \$261,424.25 for the 2017 Pavement Maintenance project in accordance with the specifications of Sealed Bid #18473.

3. Dynamic Menu Display System – Board Report #4363 – Vice President Satkowski

Moved to award a contract to Nextep Systems, Inc. for \$35,202 for the purchase and installation of a Dynamic Menu Display System in accordance with the Nextep Systems proposal dated April 5, 2017.

4. Steelcase Furniture, Library – Board Report #4364 – Vice President Satkowski

Moved to award a contract to Lincoln Office Solutions for \$40,560.34 for the purchase and installation of Steelcase classroom furniture in accordance with Quote #9804R3 dated March 30, 2017.

5. 2017-2018 Fiscal Year Marketing Media Buys – Board Report #4365 – Vice President Satkowski

Moved to award contracts to: Heritage Media/Digital First in the amount of \$51,650; Interact Communications in the amount of \$54,325; Pandora Radio in the amount of \$143,750; WRIF Radio in the amount of \$48,750; CBS Radio in the amount of \$224,545; Comcast/AT&T/WOW in the amount of \$149,998; and Outfront Media in the amount of \$136,275 for the purchase of marketing media buys in fiscal year 2017-2018. The remaining buys will be made using the HFC Purchasing blanket order system.

6. Security as a Service – Board Report #4365 – Vice President Satkowski

Moved to award a contract to Sentinel Technologies, Inc. for \$91,696.68 for a Security as a Service program, in accordance with Sentinel Technologies proposal dated March 31, 2017.

HUMAN RESOURCES

7. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4367: Resignation A-10; Retirement B-10; Leave of Absence C-10; Layoff (Non-Instructional) D-10; Appointment E-10; and Salary Change in Status F-10.

8. Payroll Manager, Financial Services – Vice President Glass

Moved to approve the appointment of Mr. Jerry Johnston to the position of Payroll Manager, Financial Services, at Grade 7, Step 2, of the 2016-2021 Henry Ford

Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective May 1, 2017.

9. Project and Facilities Engineering Coordinator, Facility Services – Vice President Glass

Moved to approve the appointment of Mr. Thomas Leighton to the position of Project and Facilities Engineering Coordinator, Facility Services, at Grade 4, Step 7, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective May 1, 2017.

BOARD ADMINISTRATIVE SERVICES

10. FY2018 Proposed Budget – Vice President Satkowski

Moved to approve the FY2018 Proposed Budget as presented in Board Report #4252 at the April 17, 2017 regular Board of Trustees meeting.

11. Calling for a Closed Session – Chair Mariam Bazzi

Motion offered by Chair Bazzi, seconded by Trustee Berry to move that the Board go into closed session to consider material exempt from discussion or disclosure pursuant to section 8(c) of the Michigan Open Meetings Act immediately following the regular Board of Trustees meeting on May 15, 2017, for the purpose of discussion of negotiations of a collective bargaining agreement was approved with the following roll call vote attached; Ayes – Trustee Berry, Hammoud, Lane, Petlichkoff, Thorpe and Chair Bazzi (7); Abstention – Trustee Meade (1); Nays – None (0).

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

12. Approval of Designation of Wayne RESA Election Representative – Board Report #4368 – Dr. Glenn Maleyko

Background information: The biennial election of the Board of Wayne County Regional Educational Service Agency (RESA) will be held on Monday, June 3, 2013. The members of the RESA Board will be elected by an electoral body composed of one person designated by the Board of each of the constituent school districts.

In accordance with Section 380.613(2) of the Revised School Code, the Board of Education must now adopt a resolution which designates its representative to the electoral body and direct said representative to vote on behalf of the Board of Education for the specific candidate this Board supports for each position to be filled on the RESA Board, at least on the first ballot taken by the electoral body.

Motion offered by Chair Bazzi, seconded by Trustee Lane that the Dearborn Board of Education designates Michael Meade as its representative and Mary Lane as an

alternate, in the event the designated representative is unable to attend, and is further directed to cast a vote on behalf of the Board for candidate Annie Carter was approved with the following roll call vote attached: Ayes – Trustee Berry, Hammoud, Lane, Meade Petlichkoff, Thorpe and Chair Bazzi (7); Nays – None (0).

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Chair Bazzi mentioned that this was her last meeting on the Board of Trustees as she will be taking the bench at the end of the month and resigning soon. Even though she has not been on the Board a long time, it has been an incredible experience. The College is moving in a great positive direction. Her role on the Board has given her a deep appreciation for the College in many different ways from when she was a student at the College and as a resident of Dearborn all her life. She thanked everyone for all the comments, questions and conversations over the years. She has thoroughly enjoyed working with each of the Board of Trustees and while they do not always agree, they always end up doing what is in the best interest of the College and K-12. She also thanked Dr. Jensen for bringing innovation to the College and doing such a great job.

The Board of Trustees and Dr. Jensen thanked Chair Bazzi for putting her heart and soul into her role as a Trustee, her incredible, superb leadership skills and wished her nothing but the best.

Trustee Bazzi asked Chair Bazzi if the policy to replace vacated seat has changed. Chair Bazzi responded that it has not changed.

IX. FUTURE MEETING DATES

A. Wednesday, May 17, 2017, **HFC** Board of Trustees Presidential Search RFP Committee meeting, 7:30 a.m., at the Henry Ford College Administrative Services and Conference Center in the President's Conference Room.

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

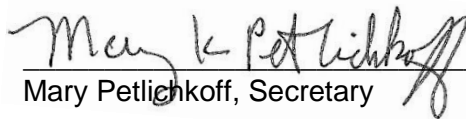
C. Monday, June 19, 2017, **HFC** Board of Trustees Policy Committee meeting, 6:00 p.m.,

at the Henry Ford College Administrative Services and Conference Center in the President's Conference Room.

- D. Monday, June 19, 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.
- E. Monday, June 26, 2017, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.

X. ADJOURNMENT

Motion offered by Chair Bazzi and unanimously approved by those members present that the meeting be adjourned at 9:56 p.m.



Mary Petlichkoff, Secretary