

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
January 17, 2023**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 17, 2023, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:00 p.m. by Chair Thorpe.

ROLL CALL

On roll call, the following were present: Trustees Hussein Berry, Patrick D'Ambrosio, Roxanne McDonald, Adel Mozip, Mary Petlichkoff, Irene Watts, and Chair James Thorpe. There being a quorum, the meeting was declared in session.

II. APPROVAL OF MINUTES

Motion offered by Trustee D'Ambrosio, supported by Trustee Berry passed with a unanimous vote attached that the following Minutes be approved:

- Regular Board of Trustees Meeting – December 12, 2022
- Board of Trustees Policy Committee Meeting – December 12, 2022

III. PRESIDENT'S ITEMS

- President Kavalhuna introduced Dr. Lynn Boza, President of the Adjunct Faculty Organization, who gave an update on a joint project with Local 1650 to assist adjuncts in preparing for full-time employment opportunities at HFC.
- Marketing update should be ready by the next Board meeting.
- The format beginning of the winter semester State of the College meeting changed by being a venue to promote positivity where employees thank fellow employees for a "job well done". Feedback was very positive on the event.
- Future First Friday format will change to in person only, held on a different day, and take place in a different location on campus each month.
- Provided an update on the Detroit Regional Chamber Detroit Policy Conference which he attended with Dr. Tony Perry, along with two HFC students, Alayna Kondraciuk and Zena Sattar. This conference provided students great exposure to networking and interaction with leaders in the community.

- Cabinet and their assistants participated in a full day ABIDE (Acceptance, Belonging, Inclusion, Diversity, and Equity) training session last week. The training session was facilitated by Tracye Davis, Assistant Director of Development, Performance, and Engagement in the Office of Human Resources.
- The men's basketball team is leading the way in making academics a priority with an average cumulative GPA of 3.02. The team played two national teams over the winter break and are now ranked fifth in the nation.

IV. DISCUSSION ITEMS

A. Mid-Year FY2023 Budget Adjustment – Board Report #4669 Vice President Satkowski

Mid-year budget adjustments are required for the initial FY2023 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 decreased by \$1M. The increase in State Appropriations of \$500,000 is in Personal Property Tax reimbursement. The increase in State Appropriations took place after the College's budget was approved in May 2022. Tuition decreased by \$2.2M. Enrollment was budgeted at the same level as FY2022. However, fall enrollment decreased by 3.2% and Winter enrollment is anticipated to decrease by 1.5%. Summer 2022 enrollment was down by 15%. Investment earnings have been reviewed and will be increased by \$700,000 due to increased investment rates. Expenses have been reviewed and decreases for the various categories total \$1.3M. Funding for adjunct faculty is reduced by \$400,000 due to the enrollment reduction. Also, an adjustment for employee vacancies of over \$700,000 provides an expense reduction for the year. Other categories of reductions total \$200,000. With the recommended adjustments, the net surplus for FY2023 increases from \$63,000 to \$363,000.

V. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

Item 7 pulled for a roll call vote.

C. Action to Approve Action Items

Moved to approve action items numbered 1 through 6 as recommended in this

agenda.

- D. At this time, the Secretary will return to any agenda items which Board members asked to discuss and vote on separately.

Action item 7 was approved with a unanimous roll call vote attached.

BIDS AND CONTRACTS

1. Sisson Art Gallery Renovations – Board Report #4670
Vice President Satkowski

Moved to approve a contract award to PGC Development, LLC for \$233,250.00 for the Sisson Gallery Renovation project, as requested by Facility Services in accordance with the specifications of Sealed Bid #22326.

2. Commercial Kitchen Equipment – Board Report #4671
Vice President Satkowski

Moved to approve a contract award to Stafford Smith, Inc. for \$72,469.58 for Commercial Cooking Equipment, as requested by the School of Business, Entrepreneurship, and Professional Development in accordance with the specifications of Sealed Bid #22307.

3. Fine Arts Elevator Modernization Project – Emergency Repair – Board Report #4672
Vice President Satkowski

Moved to approve a contract award to Otis Elevator Company. for \$179,975.00 for the Fine Arts Elevator Modernization project requested by Facility Services, in accordance with the Otis Elevator Proposal #KDS12092022 dated December 9. 2022.

HUMAN RESOURCES

4. Staff Recommendations
Vice President Gonko

Moved to approve the following staff appointments:

Eduart Aliko, Physics Instructor, School of Science, Technology, Engineering, and Mathematics, MA, Step 7, 10 Months, effective 1/4/2023. This is a temporary full-time assignment for the Winter 2023 semester.

Magidah Alaudi, Biology Instructor, School of Science, Technology,

Engineering, and Mathematics, MA, Step 6, 10 Months, effective 1/4/2023. This is a temporary full-time assignment for the Winter 2023 semester.

Lauren Bailey, Nursing Instructor, School of Health Human Services, PhD, Step 8, 10 Months, effective 1/4/2023. This is a temporary, full-time assignment for the Winter 2023 semester.

Lynn Burke, Business Administration Instructor, School of Business, Entrepreneurship and Professional Development, MA, Step 8, 10 Months, effective 1/4/2023. This is a temporary full-time assignment for the Winter 2023 semester.

Mary Ann Cozad, Allied Health Instructor, School of Health and Human Services, MA, Step 8, 10 Months, effective 1/4/2023. This is a temporary full-time assignment for the Winter 2023 semester.

Anthony Lai, Music Instructor, School of Liberal Arts, MA, Step 8, 10 Months, effective 1/4/2023. This is a temporary, full-time assignment for the Winter 2023 semester.

Maria Sepulveda, Psychology Instructor, School of Liberal Arts, PhD, Step 8, 10 Months, effective 1/4/2023. This is a temporary full-time assignment for the Winter 2023 semester.

5. Dean, School of Liberal Arts
Vice President Gonko

Moved to approve the appointment of Bradley Romans to the position of Dean, School of Liberal Arts, at Grade 2, Step 6.5 of the 2022-2023 Exempt Administrator's Salary Schedule, effective 1/18/2023.

6. Director, K-12 Relations
Vice President Gonko

Moved to approve the appointment of Tirria Kendred to the position of Director, K-12 Relations, at Grade 4, Step 5, of the 2022-2025 HFC Administrators' Association, Local 71, Salary Schedule, effective 1/18/2023.

BOARD-ADMINISTRATIVE SERVICES

7. Calling for a Closed Session
Chair Thorpe

Motion offered by Trustee Berry, supported by Trustee D'Ambrosio that the Board of Trustees enter a closed session in compliance with MCL 15.268 Section 8 (c) of the Open Meetings Act for a strategy session in connection

with the negotiations of collective bargaining agreements, was approved with the following unanimous roll call vote attached.

Meeting suspended: 7:32 p.m.

Meeting resumed: 9:06 p.m.

VI. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Board committee assignments should be in place by the next regular HFC Board of Trustees meeting.

Chair Thorpe asked for a special meeting to discuss policies/bylaws to include election of Board officers, timing of organizational meeting, and any other policies/bylaws that Trustees recommend be brought to the Policy Committee.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

President Kavalhuna welcomed and introduced new colleagues who were in attendance, Lisa Bradley, Executive Director of Human Resources, Dr. Bradley Romans, Dean of the School of Liberal Arts, and Tirria Kendred, Director of K-12 Relations.

VII. MEETING DATES

A. Monday, February 13, 2023, **P-12** Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.

B. Monday, February 20, 2023, **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 20, 2023, **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 Thorpe was unanimously approved by those members present that the meeting be adjourned at 9:08 p.m.

Irene Watts, Secretary