

**HENRY FORD COLLEGE  
BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
November 21, 2022**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, November 21, 2022, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 6:06 p.m. by Chair McDonald.

**ROLL CALL**

On roll call, the following were present: Trustees Patrick D'Ambrosio, Adel Mozip, Mary Petlichkoff, James Thorpe, Irene Watts, and Chair Roxanne McDonald. There being a quorum, the meeting was declared in session. Trustee Berry arrived at 6:26 p.m.

**II. APPROVAL OF MINUTES**

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

- Board of Trustees Audit Committee Meeting – October 17, 2022
- Regular Board of Trustees Meeting – October 17, 2022
- Closed Session – October 17, 2022
- Board of Trustees Policy Committee Meeting – October 19, 2022

**III. PRESIDENT'S ITEMS**

President Kavalhuna asked for moments of silence in memory of:

- Kiaza Miller, an HFC student, who passed away
- Those who passed away in the University of Virginia, University of Idaho, and the Colorado Springs LGBTQ bar shootings

**A. Michigan Community College Association**  
President Kavalhuna

President Kavalhuna provided a brief bio and introduction for Brandy Johnson, President of the Michigan Community College Association (MCCA). Ms. Johnson was the founder and director of the Michigan College Access Network

who went on to work in Governor Whitmer's Executive Office as an advisor on policy in higher education. This was Ms. Johnson's 26<sup>th</sup> stop on her Michigan community college tour which includes 28 community colleges and three tribal colleges. Ms. Johnson provided an overview of what has been accomplished during the eleven months she has served as President of the MCCA. Ms. Johnson thanked Trustee Watts for serving on the MCCA Board.

Additional remarks by President Kavalhuna:

- In an effort to energize folks in coming back on campus, and in addition to his First Friday forums, President Kavalhuna invited students and staff to a Dinner and Hoops event on November 9 which included dinner in the 5101 restaurant followed by a home basketball game. Attendance for this event had to be capped due to an overwhelming response. This facilitated an invitation to an additional event on December 1, Pizza and a Play, which includes pizza in the ASCC atrium, followed by the opening night of The Passage an HFC Theater production.
- The announcement of the HFC/UM-D partnership, Learn4ward, which allows students a clear transfer path from HFC to UM-D, is the first of such announcements to follow.
- The Ralph C. Wilson, Jr. Foundation held their Board meeting in the Rosenau Board Room last week. Last September, the Foundation announced a \$20M grant for four years for community colleges. An announcement will be forthcoming later this year on the grant amount award to HFC.
- Congratulated Trustees Berry and D'Ambrosio on their reelection as Board Trustees.
- Wished Chair McDonald a Happy Birthday.

#### **IV. RECOGNITION AND ACKNOWLEDGEMENTS**

Recognition and acknowledgement items were read by Jay Elias. Jay is originally from Brooklyn, New York, and graduated from Aviation High School in 1987. He joined the United States Marine Corps immediately after graduation. After serving his country honorably he went undiagnosed and untreated for PTSD. With help from the VA in 2017, and on the road to recovery, he discovered healing through art and the creative process. This eventually led him to enroll at HFC in pursuit of a degree in psychology. He is currently a part of the honors program and has maintained a 4.0 GPA since his enrollment. Last summer he became an Engelhardt Social Justice Fellow with the University of Michigan, and this fall was nominated into the National Society for Leadership and Success. He stated that education is the great equalizer, and he plans to transfer into the Honors Program at Wayne State University next fall in order to obtain his bachelor's degree in psychology.

- Congratulations to the following volleyball players who received MCCA Eastern Conference Honors:
  - Sydney Murray, Sophomore, Second Team All-Eastern Conference
  - Lauryn Hardy , Sophomore, Honorable Mention All-Eastern Conference
  - Allyssa Sanner, Sophomore, Honorable Mention All-Eastern Conference
  - Ellie MacDonald, Sophomore, Honorable Mention All-Eastern Conference
- D'Quarion Cole has been selected as the MCCA Eastern Conference Basketball Player of the Week, for the week ending November 5. Cole had 48 points and 11 rebounds in a pair of games against Bryant & Stratton College (WI) and Kalamazoo Valley CC. He also had 11 assists, three steals and two blocks as the Hawks went 2-0 for the weekend. Cole followed up the honor by being named MCCA Eastern Conference Men's Basketball Player of the Week for a second straight week. Cole had 23 points, eight rebounds, six assists and three steals as the Hawks defeated Terra State Community College, improving the team's record to 3-0. Congratulations D'Quarion.
- The Hawks men's basketball team has jumped to 5th in the latest NJCAA Division II Men's Basketball Poll. The team debuted at 8th in the pre-season poll, and has been steadily moving up in the rankings, while compiling an unbeaten record of 3-0.
- Congratulations to Chardin Claybourne, Faculty Director of the Learning Lab and Tutoring Services. Chardin co-authored the article "Antiracist Activities and Policies for Student-Led Study Groups, published in the Journal of College Academic Support Programs (Fall 2022, Volume 5, Issue 1).
- HFC commemorated Veterans Day 2022 with a ceremony in our Student Center on November 10, 2022. Thanks to the Michigan Veterans Affairs Agency She is a Veteran initiative who allowed us to display banners which shared stories of six women who represent the diverse backgrounds of Michigan veterans. These women shared their stories, hoping that their personal journeys will resonate with all individuals and can encourage military women to speak up and proudly identify with their veteran status. In addition, Student Ed Stokes (U.S. Army Veteran) and HFC staff member Kathy Edwards (U.S. Marine Corps veteran) spoke in person about their military experience.

## **V. ACTION ITEMS**

### **A. Citizen Participation**

None

B. Special Consideration/Questions on an Action Item

Trustee Thorpe asked which locker rooms were being renovated in Item 1. Vice President Satkowski responded that this project is for the men's locker room. Vice President Satkowski added that plans for renovation of the women's locker room are being put in place.

Trustee Mozip asked who would be using the electric vehicle charging station in Item 4. Vice President Satkowski responded that the charging station is being funded by a federal vocational grant which requires that the charging station be used in the Auto Technology Program only. Trustee Thorpe asked why the cost for the charging station is so expensive. Fred Steiner, Director of Purchasing, responded that this is a fast charging station which cuts the charging time from 12-14 hours for a full charge to a full charge in a couple of hours. Mr. Steiner added that the charging station will keep the batteries fresh and students will learn how to maintain charging stations.

C. Action to Approve Action Items

Motion to approve action items 1-17 offered by Trustee Thorpe, supported by Trustee Berry, 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. Athletic Team Locker Room Renovation – Board Report #4653  
Vice President Satkowski

Moved to approve a contract award to Kasco, LLC for \$469,800.00 for the Athletic Team Locker Room Renovation project, as requested by Facility Services in accordance with the specifications of Sealed Bid #22161.

2. Cooking and Baking Equipment – Board Report #4654  
Vice President Satkowski

Moved to approve a contract award to Stafford Smith, Inc. for \$65,530.76 for Cooking and Baking Equipment, as requested by the School of Business, Entrepreneurship, and Professional Development in accordance with the specifications of Sealed Bid #22193.

3. Electric Vehicle Charging Station – Board Report #4655  
Vice President Satkowski

Moved to approve a contract award to Hatzel and Buehler Electrical Construction, Inc. for \$156,200.00 to provide and install one (1) Electric Vehicle Fast Charging Station, as requested by the School of Business, Entrepreneurship, and Professional Development in accordance with the specifications of Sealed Bid #22223.

4. Ford Electric Vehicles – Board Report #4656  
Vice President Satkowski

Moved to approve a contract award to Feldman Ford of Detroit for the purchase of one (1) 2022 Ford F-150 Lightning at \$74,051.00 and one (1) 2022 Ford Mustang Mach-E GT at \$71,205.00 for a total of \$145,256.00, as requested by the School of Business, Entrepreneurship, and Professional Development in accordance with the specifications of Sealed Bid #22224-A.

5. Tesla Electric Vehicle – Board Report #4657  
Vice President Satkowski

Moved to approve a contract award to Tesla, Inc. for the purchase of one (1) 2022 Tesla Model 3 for a total of \$64,940.00, as requested by the School of Business, Entrepreneurship, and Professional Development in accordance with the specifications of Sealed Bid #22224-B.

6. Toyota Hybrid Vehicle – Board Report #4658  
Vice President Satkowski

Moved to approve a contract award to Jim White Toyota for the purchase of one (1) used 2017 Toyota RAV4 Limited for a total of \$32,415.00, as requested by the School of Business, Entrepreneurship, and Professional Development in accordance with the specifications of Sealed Bid #22224-C.

7. Puritan Bennett 980 Ventilator – Board Report #4659  
Vice President Satkowski

Moved to approve a contract award to Covidien Sales LLC for the purchase of one (1) Puritan Bennett 980 Series Universal Ventilator for a total of \$47,475.00, as requested by the School of Health and Human Services in accordance with the specifications of Sealed Bid #22227.

8. Intel Core i7 Computer Systems – Board Report #4660  
Vice President Satkowski

Moved to approve a contract award to CDW Government LLC for

\$45,303.28 for forty-five (45) Intel Core i7 Computer Systems as requested by the School of Business, Entrepreneurship, and Professional Development, in accordance with the specifications of Sealed Bid #22238.

9. Steelcase Furniture – Computer Information Systems – Board Report #4661  
Vice President Satkowski

Moved to approve a contract award to NBS Commercial Interiors for \$29,169.63 for the purchase and installation of classroom furniture requested by the School of Business, Entrepreneurship, and Professional Development, in accordance with Quote # 356017 dated November 1, 2022.

10. Steelcase Classroom Furniture – Business Division – Board Report #4662  
Vice President Satkowski

Moved to approve a contract award to NBS Commercial Interiors for \$51,057.53 for the purchase and installation of classroom furniture requested by the School of Business, Entrepreneurship, and Professional Development, in accordance with Quote # 356075 dated November 15, 2022.

11. Scenario Learning Title IX Training Software– Board Report #4663  
Vice President Satkowski

Moved to approve a contract award to Scenario Learning LLC for \$55,500.00 (\$18,500 per year for three years) for Title IX Training Software requested by Student Affairs, in accordance with Quote # Q-221829 dated October 31, 2022.

12. LinkedIn Job Posting and Recruiting Internet Platform – Board Report #4664  
Vice President Satkowski

Moved to approve a contract award to LinkedIn Corporation for \$48,777.00 (\$16,259.00 per year for three years) for a Job Posting and Recruiting Internet Platform requested by Human Resources, in accordance with Order # FLD7511853346 dated October 27, 2022.

13. Project Management Software Platform – Board Report #4665  
Vice President Satkowski

Moved to approve a contract award to 1) Smartsheet.com Inc. for a Project Management Software Platform for a total of \$35,000.00 per year and 2) Adapture Technology Group, LLC for associated software implementation and consulting services for a total of \$35,100.00 in accordance with

Adapture Statement of Work dated November 16, 2022.

14. Check Point Avanan Email Protection Software – Board Report #4665  
Vice President Satkowski

Moved to approve a contract award to CDW Government for \$63,986.18 for the purchase of 1,300 Check Point Avanan Email Protection Software Licenses and 1 Check Point Direct Enterprise Premium Support extended service agreement as requested by the Information Technology Services department, in accordance with CDW-G Quote #NBSX185 dated October 25, 2022.

## **HUMAN RESOURCES**

15. Associate Dean, School of Health and Human Services  
Vice President Gonko

Moved to approve the appointment of Keambra Pierson, to the position of Associate Dean, School of Health and Human Services, at Grade 2, Step 5, of the 2022-2025 HFC Administrators' Association, Local 71, Salary Schedule, effective 1/1/2023.

## **BOARD-ADMINISTRATIVE SERVICES**

16. SSA Employee Unpaid Extended Health Leave  
Vice President Gonko

Background information: A member of the Support Staff Association (SSA) has requested an unpaid extended health leave. The employee meets the SSA Collective Bargaining Agreement's (CBA) requirements outlined in Article 19 for this unpaid extended health leave provision, which also states "leave extensions will be granted only upon recommendation of the President and approval of the Board of Trustees." (Article 19.B.1.a, p. 27)

Moved to approve the request of a member of the Support Staff Association (SSA) for an unpaid extended health leave for a period not to exceed five months from this date based on the employee's healthcare provider's expected date of the employee's return to work.

17. Board of Trustees Policy Updates  
Trustee Watts

Background information: On October 19, 2022, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the following policies:

- Credit for Prior College-Level Learning
- Field Trip
- Honors Program
- Recognition

Moved to approve the changes to the following policies:

- Credit for Prior College-Level Learning
- Field Trip
- Honors Program
- Recognition

## **VI. BOARD OF TRUSTEES BUSINESS**

### **A. Acknowledgements of Correspondence**

Chair McDonald reported that the Trustees received an invitation to the HFC Pinning Ceremony, various US mail items, and several emails in regard to the return to work issue.

### **B. Board Committee Reports**

Trustee Watts shared the following summaries for three (3) policies addressed by the Policy Committee today:

- **Institution Travel Account Policy:** This policy clarifies that certain departments receive, as part of their budget, funds for business travel. If a department exceeds their budget amount, this institution travel account may be used to supplement department business travel budgets.
- **Relations with Educational Institutions:** The changes made to this policy are sentence structure changes. In 2020 this policy was updated to clarify that if the President believes that significant funds are anticipated to be spent in furtherance of an educational objective, in advance of the expenditure, the President will advise the Board, and if necessary, seek Board approval.
- **Technology Investment Fund (TIF) Policy:** The Board is familiar with the process for expenditures related to the TIF fund. The TIF is used primarily for improvement in student learning technology or access to technology. No substantive changes have been made to this policy. It continues to state that all expenditures from the TIF shall require prior authorization by the Board upon recommendation of the President.

The committee will use a copy of the Berkley Schools operating procedures (with their approval) as a template going forward.



C. Requests for Information and/or Future Agenda Items

Trustee Petlichkoff asked if the College has procedures and a secure environment in place should an electric vehicle fire occur.

D. Board Member Commentary

Trustee Thorpe wished everyone a Happy Thanksgiving. He wished students good luck on their finals, should finals occur before the next Board meeting.

Trustee Mozip wished everyone a Happy Thanksgiving.

**VII. FUTURE MEETING DATES**

- A. Monday, December 5, 2022, **P-12** Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, December 12, 2022, **HFC** Board of Trustees Policy Committee Meeting, 5:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- C. Monday, December 12, 2022, **HFC** Board of Trustees Meeting, **6:00 p.m.** at the Administrative Services and Conference Center in the Rosenau Board Room.
- D. Monday, December 12, 2022, **P-12** Board of Education Study Session, immediately following the HFC Board of Trustees Meeting at the Administrative Services and Conference Center in the Cabinet Conference Room.

**VIII. ADJOURNMENT**

Motion by Chair McDonald was unanimously approved by those members present that the meeting be adjourned at 7:10 p.m.

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Irene Watts, Secretary