

**HENRY FORD COLLEGE  
REGULAR BOARD OF TRUSTEES MEETING  
DEARBORN, MICHIGAN  
DECEMBER 15, 2014**

**I. CALL TO ORDER**

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, December 15, 2014, at the Henry Ford College Administrative Services and Conference Center at 7:24 p.m. by Chair Berry.

**ROLL CALL**

On roll call, the following were present: Trustees Adams, Guido, McDonald, Schoelles, Schoolmaster and Chair Berry. Trustee Lane was absent. There being a quorum, the meeting was declared in session.

**II. APPROVAL OF MINUTES**

Resolution offered by Trustee Schoolmaster and supported by Trustee Adams was adopted with unanimous approval attached that the following minutes of the Board of Trustees be approved:

Special Meeting – November 17, 2014  
Regular Meeting – November 17, 2014

**III. RECOGNITION AND ACKNOWLEDGEMENTS**

Recognition items and acknowledgements were read by HFC student, Micah Walker, Journalism major, staff member for the Mirror News, and an intern for the Dearborn Press and Guide. In addition, she works in the Activities office here at HFC and was named Student of the Month in October of 2014. She is a sophomore and will be transferring to U of M-Dearborn for the winter semester. Ms. Walker acknowledged the following:

- HFC joined the Friends of the Dearborn Animal Shelter to bring joy into the hearts of hundreds of homeless animals this holiday season. HFC staff members collected pet supplies in their “Toys for Spot” holiday gift drive.
- HFC’s Patti Flogaus was awarded the Thinking Outside the Box Volunteer Award last week at the Dearborn Animal Shelter Holiday Volunteer Party. Patti noted that this award is really a tribute to everyone at HFC who were extremely generous this year.
- The HFC Staff Council sponsored their 18<sup>th</sup> annual “Toys for Tots” gift drive to benefit children ages newborn through 12 years old. As of today, over 400 toys have been collected and donated.
- As in years past the Welcome Center Team supported several charities throughout the year. The Social Committee runs a “Change for Charity” to collect change for organizations such as Orphans of America, Dearborn Animal Shelter, St. Jude

- Hospital and the Lions Club. This holiday season they supported other staff charitable activities by donating items to the Military Project, Toys for Spot and Toys for Tots. In fact, the team placed third among donors in the Toys for Spot drive. Several Welcome Center staff donated to the Mitten Tree and the Reading campaigns. During the week of December 8<sup>th</sup>, checks were collected to help with the Military Project shipping costs.
- On December 10, 2014, the College approved a new student organization called the Engineering Club. The purpose of this academic club in part is to help members develop leadership, communication and team work skills as well as to encourage their professional and personal growth. Omar Dahbali is President of the Club and Hassan Nameghi, HFC pre-engineering coordinator serves as the Club's faculty advisor.
  - The Office of Student Activities is again coordinating volunteer efforts in commemoration of the life and legacy of Dr. Martin Luther King, Jr. HFC will partner again with the University of Michigan-Dearborn to host the MLK Day of Service on Monday, January 19, 2015.
  - Congratulations to Steven Murrell, Physics Instructor and Corinne Asher, Business Management Instructor, for being granted a sabbatical for the Winter 2015 semester. Mr. Murrell began teaching full-time at the College in January 2004. For the past five years, Mr. Murrell has been the Director of the HFC planetarium. As the Director, he planned and supervised the upgrades to the planetarium in 2011. Mr. Murrell plans to use his sabbatical leave to develop module components for the upgrades and write new narration scripts for the planetarium shows. Ms. Asher began teaching at the College in January of 2005. Ms. Asher plans to use her sabbatical time to complete her last semester of doctoral classes at Kennesaw State University and to write the first three chapters of her dissertation.
  - HFC President Stanley Jensen continued his winning streak by leading the Hawks men's basketball team to a 82-76 victory over Lorain County Community College on December 3. Dr. Jensen has motivated and led the team as Honorary Coach since his arrival to the College in 2013. Last season "Coach" Jensen helped propel the Hawks to a victory over Macomb Community College. The victory this season makes his record a perfect 2-0. When Dr. Jensen is involved, fans "Expect the Best" and the Hawks deliver!

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

- President Jensen offered his sincere thanks to Chair Berry and Trustees Adams and Schoolmaster for all their hard work and dedication to the students of Henry Ford College. He also welcomed Mariam Bazzi, Michael Meade and Mary Petlichkoff, the new Board Trustees in January.
- President Jensen updated the Trustees on the CPI 2014 Fall Team presentations that took place on Friday, December 12. Copies of each team's presentation booklets were provided for the Trustees. Trustee McDonald commented that she was present for three of the presentations and found that there was excellent information presented, the teams worked hard on getting the information together and the process has given team members a chance to meet and work with people other than coworkers.

## V. **SPECIAL REPORTS**

### A. Learning Lab Update – Board Report #4110 – Vice President Pierner

The Learning Lab serves students, faculty, and the college community by researching, developing, and providing supplemental resources and services to help students succeed in their classes. Services include tutoring, test preparation, audio-visual study aides, and computer-assisted learning.

The fall 2013 – winter 2014 academic year presented a number of challenges, yet through the dedication and hard work of administration, faculty, staff, and volunteers, the Learning Lab was able to meet these challenges and accomplish three major goals:

1. The creation of Anatomy & Physiology tutoring.
2. The centralization of tutoring services, including Perkins-funded tutoring for career and technical (CTE) programs.
3. The recommendation for a 12-month full-time faculty position, with administrative duties, to provide dedicated attention needed to coordinate year round learning support services.

In addition to the accomplishments listed above, the Learning Lab joined the Eshleman Library, Instructional Technology, Curriculum Support, and the Center for Teaching Excellence and Innovation to become part of a new Academic Affairs Division, the Teaching and Learning Support Services Division.

Overall, the Learning Lab offers tutoring in four main areas: English (reading and writing), mathematics, sciences, and career and technical education. As integral partners in the learning process, we regularly have 30-40 peer tutors, 10-15 professional CTE tutors, and 20-25 math faculty tutoring per semester. For the upcoming winter 2015 semester, we are recruiting to bring in faculty to tutor reading and writing, biology, and chemistry.

In terms of access, for the winter 2014 semester, a total of:

- 5,573 tutoring sessions occurred in the learning lab, an increase of 39% from winter 2013
- 1,427 distinct students received tutoring, an increase of 10% from winter 2013
- 13,575 computers were checked out, an increase of 84% from winter 2013.

The majority of students tutored were in math (45%), followed by science (39%) and English (15%). There were also 608 tutoring sessions with students in Perkins-eligible CTE programs such as Accounting, Architecture/Construction Technology, Drafting, Firefighter/Paramedic, Pharmacy Technician, Physical Therapy Assistant, Respiratory Therapist, and Surgical Technology. The majority of these students tutored were in a Drafting (36%) or Architecture/Construction (19%) class.

Determining student success for students who used tutoring services is difficult. Although we're working on systems to collect and analyze data, the following are a few student success highlights:

- Winter 2014: Pass rates for students for receiving tutoring in:
  - Accounting: 57%
  - ACT/CAD: 100%
  - Drafting: 89%
  - EMS: 72%
  - PHT: 90%
  - RTH: 73%
  - SRG: 94%
- Winter 2014: Overall pass rates students in classes:
  - Accounting: 73%, 65%, 75%
  - ACT: 69%, 80%
  - Drafting: 78%, 96%
  - EMS: 62%, 71%, 67%
  - PHT: 90%
  - RTH: 83%, 84%, 74%, 95%
  - SRG: 95%, 95%, 100%
- COMPASS math preparation (fall 2011-fall 2013):
  - 53% improved at least 1 level
  - 81% enrolled in at least one class, and 78% of them earned a GPA > 2.0
  - 53% of students enrolled in a math class, and
    - 71% earned a math GPA  $\geq$  2.0
    - 82% had an overall GPA  $\geq$  2.0
  - Retention: 79% semester-to-semester and 72% year-to-year

In terms of the physical structure and services, four new coin machines, semi-private personal computer stations, and science tutoring rooms - including a new bone room were added to help complete the third and final renovation phase for the Learning Lab. Students now have a modern, easy to navigate, learning support center where multiple learning spaces promote collaboration among peers and intuitive connection to all of our services.

And finally, new this year, the Learning Lab has partnered with the mathematics department to assist with the redesign of developmental math courses, and is planning for increased faculty tutoring for the winter 2015 semester. Along with the hire of a full-time, 12-month, Learning Lab Coordinator, we look forward to continuing to improve our services, and pursuing College Reading and Learning Association (CRLA) Tutor Training Level I Certification accreditation.

Vice President Pierner introduced Dr. Adam Cloutier, Learning Lab Director, who provided a brief introduction along with some data on the Learning Lab which has been renovated with Technology Improvement Funds. Liz Elder, Learning Lab Associate, Mohamad Hussein Mussa and Zainab AlWashaw, both student tutors, shared their experiences working in the Learning Lab.

B. Recruitment Initiatives – Board Report #4111 – Vice President Copprie

Over the next decade college enrollment growth is expected to slow from 3% to 1%. National projections show that the numbers of high school graduates will continue to decline until 2020. Only by expanding access to a more diverse student population and marketing and recruiting in areas previously not entered, will institutions be able to keep pace. Higher education institutions need to focus on how to enroll this future generation of transfer students, first generation and underrepresented students. Such changes require that institutions of higher education reconsider their approach to recruitment of students. In other words, we must be “future-driven”, innovative and strategic.

Recognizing this, we have shifted our recruitment plan model from one of a reactionary nature to one that is strategic, with a focus on the future. This strategic recruitment plan is designed to provide for sustained enrollment growth, with strategies designed to build long-term relationships with students, high school counselors, parents/families, business/industry and community partners. The recruitment strategies being implemented are designed to establish a pipeline of students that will lead to the continued growth of the College and provide for better-prepared students. This model is one that must be embraced and supported by all areas of the College as recruitment is a leading priority for the institution.

As part of our strategic plan, we've identified market assumptions and target markets/populations, established goals for those same target markets/populations, established action items and prioritized our recruitment activities. A formalized calendar of recruitment activities has been established. Additionally, a comprehensive communication plan has been developed, in collaboration with the Office of Marketing and Communications to support the recruitment initiatives and activities. Lastly, we've developed execution strategies for each focused population and goal.

Our goals of targeted markets/populations, as we discussed in August 2014 are:

- 1) To be the third largest community college in Michigan;
- 2) Enroll the largest number of students from Wayne County;
- 3) Enroll the second largest number of students from Monroe County;
- 4) Expand our recruitment territory to 90 miles in all directions;
- 5) To have the largest dual enrollment population in the State of Michigan;
- 6) To enroll the largest honors program in the State of Michigan. To establish the first honors college among the community colleges in the State of Michigan;
- 7) The percent of students enrolled in at least one developmental course will be reduced to 70% (from 87%), as a result of focused recruiting on students in particular grade point average and ACT groups;
- 8) To double the international student population;
- 9) To attract no less than 20% of Dearborn Public Schools students to enroll each year;
- 10) To increase the Latino population to no less than 3% of the overall student population.

Initiatives to achieve our goals include a clear and consistent communication campaign that involves the promotion of the quality of the HFC programs, the HFC guarantees, location, availability of housing, and affordable cost. We are also hosting events such as the successful fall HFC Discover Day, Education Partner Breakfast, focused high school visits, community and agency relationship building, Spring Open House, Monthly High School Senior Days, Corporate Partner Days, High School visits, company visits, organized group tours, individualized tours, college fairs, 7 Steps to Enrollment Workshops, athletics recruitment and community events.

As a component of these initiatives, the common themes are: a) personalization of the relationships with all constituents; b) clear and consistent communication; 2) focused and targeted events and subsequent communication; 3) entering markets we've not explored in the past; 4) focus on service.

Lastly, this recruitment plan must remain fluid. As the needs of our constituents change we, too, must change. The College must be able to assess the needs of business/ industry and other partners and have the ability to respond from the standpoint of academic programs and services. Because of this, the recruitment plan must be one that is embraced by the College as a whole, and will only be successful if all key College partners participate.

Given the synergy on campus and the excitement with new marketing and branding as support for the recruitment plan, we have every reason to believe this plan will allow us to build long-term relationships with our constituents and provide for sustained growth of the College.

Vice President Copprue introduced Holly Diamond, Executive Director of Enrollment Services/Registrar and Karen Sadanowicz, Registrar Team Leader/Interim Manager of Admissions and Recruiting, who gave a presentation on the current recruitment initiatives. Trustees had a concern as to whether the 6.24% figure presented on the slide for currently enrolled Dearborn Public School students was correct. Vice President Copprue will fact check the figure and report back to the Trustees.

Ms. Diamond demonstrated the new VIP card which is the last implementation piece for the Fall 2013 CPI Enrollment Team for which she team leader. The card has a Smart phone accessible scan code which provides information on the College and includes a video clip by President Jensen.

**VI. DISCUSSION ITEMS**

None

**VII. ACTION ITEMS**

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Trustee Schoolmaster and supported by Trustee McDonald was adopted with unanimous approval attached to move that action items 1 through 13 be approved as recommended.

**FINANCE**

None

**BIDS AND CONTRACTS**

1. Welcome Center Third Floor Renovations Project – Board Report #4112 – Vice President Satkowski

Moved that the award of a contract to Envision Builders, Inc. in the amount of \$866,500 for the Welcome Center Third Floor Renovations Project, in accordance with the specifications of Sealed Bid #15627, be approved.

2. Digital Radiography Imaging System – Board Report #4113 – Vice President Satkowski

Moved that the award of a contract to Shipway X-Ray Sales in the amount of \$29,100 for the purchase of a Digital Radiography Imaging System, in accordance with the specifications of Sealed Bid #15679, be approved.

3. Hill-Rom Hospital Equipment – Board Report #4114 – Vice President Satkowski

Moved that the award of a contract to Hill-Rom Company, Inc. in the amount of \$56,440.33 for the purchase of Hill-Rom Hospital Equipment, in accordance with the specifications of Sealed Bid #15688, be approved.

4. Intel Core i7 Computer Systems, Computer Information Systems – Board Report #4115 – Vice President Satkowski

Moved that the award of a contract to Access Interactive in the amount of \$69,634 for the purchase of forty-seven Intel Core i7 Computer Systems and related components, in accordance with the specifications of Sealed Bid #15614, be approved.

5. Intel Core i7 Computer Systems, Business Administration – Board Report #4116 – Vice President Satkowski

Moved that the award of two contracts: the first to Access Interactive in the amount of \$25,894 for the purchase of twenty-five Intel Core i7 Computer Systems and related components for computer lab L321 and the second to Canton Computers in the amount of \$27,138 for the purchase of twenty-five Intel Core i7 Computer Systems and related components for computer lab L314, in accordance with the specifications of Sealed Bid #15676, be approved.

6. Intel Core i7 Computer Systems, Media Center – Board Report #4117 – Vice President Satkowski

Moved that the award of a contract to Access Interactive in the amount of \$31,102 for the purchase of thirty-four Intel Core i7 Computer Systems and related components, in accordance with the specifications of Sealed Bid #15614 and Sealed Bid #15676, be approved.

7. Thermotron Refrigeration Trainer – Board Report #4118 – Vice President Satkowski

Moved that the award of a contract to Thermotron Industries in the amount of \$30,990 for the purchase of two (2) Thermotron Model S-4-T Refrigeration

Trainers, in accordance with Quote #414234-A dated November 24, 2014, be approved.

8. Renato Charbroiler-Rotisserie – Board Report #4119 – Vice President Satkowski

Moved that the award of a contract to Renato Ovens, Inc. in the amount of \$36,140.50 for the purchase of a custom Commercial Wood and Gas Fired Charbroiler-Rotisserie, in accordance with Bid #15653 and Renato Ovens' quote dated November 21, 2014, be approved.

### **HUMAN RESOURCES**

9. Staff Recommendations – Vice President Eschenburg

Move that the staff recommendations, as presented in Board Report #4120: Resignation A-6; Appointment B-6; Reappointment to Professional Staff C-6; Change in Classification D-6; and Achievement of Tenure E-6, be approved.

10. Special Assistant to the Vice President of Legal Services – Vice President Eschenburg

Moved that the appointment of Ms. Caryn DeMatteo to the position of Special Assistant to the Vice President, Legal Services, at Grade 2, Step 4, of the 2014-2015 Henry Ford College Exempt Employees Salary Schedule, effective January 5, 2015, be approved.

11. Manager, Information Technology Services – Vice President Eschenburg

Moved that the appointment of Ms. Lisa Masi to the position of Manager, Information Technology Services, at Grade 8, Step 8, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective, January 5, 2015, be approved.

12. IR Business Intelligence Analyst, Research, Marketing & Effectiveness – Vice President Eschenburg

Moved that the appointment of Mr. Brain Stewart to the position of IR Business Intelligence Analyst in Research, Marketing and Effectiveness, at Grade 6, Step 4, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective, December 8, 2014, be approved.

13. Adoption of Reduction and Recall Language in the 2014-2016 Bargaining Agreement Between the Board of Trustees and the Henry Ford College Administrators' Association, Local 71 – Vice President Eschenburg

Background information: Representatives for the Board and representatives for the Henry Ford Community College Administrators' Association, Local 71, have reached a tentative agreement regarding changes to the Reduction and Recall language in the 2014-2016 collective bargaining agreement. This language was approved by the Local 71 membership on November 19, 2014.



Moved that the changes to the Reduction and Recall language in the 2014-2016 collective bargaining agreement between the Board of Trustees and the Henry Ford College Administrators' Association, Local 71, be approved.

#### **BOARD ADMINISTRATIVE SERVICES**

14. Bachelor of Science in Culinary Arts – President Jensen

Motion offered by Trustee Adams and seconded by Trustee McDonald to move that the Bachelor of Science in Culinary Arts program as presented in Board Report #4105 on November 17, 2014, be approved with following roll call attached: Ayes: Trustees Adams, Guido, McDonald, Schoelles, Schoolmaster and Chair Berry (6). Nays: None (0). Absent: Trustee Lane (1).

President Jensen thanked the Board for their support, leadership and vision on this historic day.

#### **VIII. BOARD OF TRUSTEES BUSINESS**

A. Board Member Reports

B. Requests for Information and/or Future Agenda Items

Trustee McDonald stated that she noticed a few requests for computer systems this month and requested information on where the College currently stands in regard to computers on campus.

C. Board Member Commentary

Chair Berry and Trustees were all in agreement that their years together as a Board were focused on what was best for the students. Their camaraderie as a Board will be missed, however, there is no doubt that the new Board will continue to do what is in the best interest of the students and community.

Chair Berry wished everyone a Merry Christmas, Happy Holidays and Happy New Year.

#### **IX. ACKNOWLEDGEMENT OF CORRESPONDENCE**

#### **X. FUTURE MEETING DATES**

- A. Monday, January 12, 2015, **Organizational** Board of Education Meeting, 6:45 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, January 12, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- C. **Tuesday**, January 20, 2015, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

- D. Friday, January 23, 2015, **P-12** Board of Education Retreat, 5:00 p.m., at the Administrative Service Center, in the Superintendent's Conference Room.
- E. Saturday, January 24, 2015, **HFC** Board of Trustees Retreat, 8:00 a.m., at the Administrative Services and Conference Center, in the Rosenau Board Room.
- F. Monday, February 9, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- G. Monday, February 16, 2015, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

**XI. ADJOURNMENT**

Meeting adjourned at 8:58 p.m.

  
Aimee Schoelles, Secretary