

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
DECEMBER 16, 2019**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, December 16, 2019, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:02 p.m. by Chair Petlichkoff.

ROLL CALL

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

II. APPROVAL OF MINUTES

Resolution offered by Trustee McDonald and supported by Trustee Berry passed unanimously that the following Minutes be approved.

Finance Committee Special Meeting, November 18, 2019
Policy Committee Special Meeting, November 18, 2019
Regular Meeting, November 18, 2019

III. RECOGNITION AND ACKNOWLEDGEMENTS

HFC student, Ali Dabajeh, read recognition and acknowledgement items. Ali was born in Abu Dhabi, United Arab Emirates and moved to the United States three years ago. This fall is his fifth semester at HFC and his major is electrical engineering.

- Congratulations to Stacy Owen, HFC Enrollment Services Manager. Ms. Owen completed her master's degree in higher education/student affairs and earned a certificate in academic advising, both from Eastern Michigan University.
- Congratulations to HFC student athlete Leon Ayers. Leon has accepted a scholarship from the University of Wisconsin-Green Bay, a Division I school, where he will play basketball for the Phoenix, starting in the 2020-21 season.
- Congratulations to HFC Culinary Arts student and Navy veteran Sandra Lewis. Sandra has joined the WHFR radio staff and is currently hosting "Feast of Folk" from 2:00 to 4:00 p.m. every Wednesday.
- Congratulations to HFC students who took part in Round 1 of the Student Math League. The winners for Round 1: First place, Ali Hamdoun; Second place, Najwa Aboudaye; and Third place, Hao Ho. HFC is ranked third in Michigan and eighth in the Midwest Region. Good luck to all as they compete in Round 2 in winter 2020.

IV. PRESIDENT'S ITEMS

- Reviewed the Cash Forecast as of December 11, 2019.
- Reviewed the General Fund Report Summary worksheet as of November 30, 2019.
- The President wished Chair Petlichkoff and Trustee Thorpe happy birthday as both of their birthdays fall in the month of December.

Trustee Lane asked for a moment of silence in remembrance of HFC employees William Jacques and James Knerr who passed away this month.

V. SPECIAL REPORTS**A. Holiday Choral Presentation – Mr. Kevin Dewey, Director of Choral and Vocal Music**

Director Dewey led the Renaissance Voices, a women's ensemble group, in their performance of two choral selections, "Alleluya: a nywe werk" (14th century carol) and "Candlelight Carol" (by John Rutter). Chair Petlichkoff stated that this was a beautiful way to lead into the holiday season.

VI . DISCUSSION ITEMS**A. Residency and Tuition Determination for Temporary Protected Status (TPS) Students
– Board Report #4533 – Vice President Clark**

Background:

The United States Secretary of Homeland Security determines whether a country should be designated as a TPS country. If a country is afforded TPS designation, this designation offers a temporary immigration status to nationals of the designated country. It provides a work permit and stay of deportation to those individuals who were in the United States at the time the TPS designation was given to their country. TPS designations can be made for 6, 12 or 18 months. The Secretary of Homeland Security will determine the term and any extension of the TPS designation. The Secretary makes the determination on multiple factors, which may include conflict in the country, environmental disasters, or conditions that prohibit the safe return of nationals to that country.

For the Fall 2019 semester, the College has four (4) international students on F-1 Visa's from TPS designated countries.

In compliance with the College's Tuition, Fees, and Refund Policy and the College Residency Policy, international students pay international tuition rates and fees.

Discussion:

Students with TPS status are currently charged international rates:

Current Tuition Information

Tuition Per Credit Hour	Level 100 & 200	Effective Fall 2019	Level 300 & 400
In District	\$99	\$101.50	\$200
Out of District	\$172	\$177	\$265
Out of State	\$250	\$257	\$350
International Students	\$250	\$257	\$350

Responding to community input, the College evaluated tuition and residency policies related to TPS students (current and future). Following direction from the Board, the College has developed two options to address tuition rates for TPS students. Each version highlights the changes to our policies that the version proposes.

Attached for Board discussion is Version 1 of the Tuition, Fees, and Refund Policy and Residency Policy which assigns Out-Of-District rates to TPS students.

Also attached for Board discussion is Version 2 of the Residency Policy which states that for residency purposes tuition for students, including DACA students and TPS students, will be determined based on proof of residency. If a TPS student can establish In-District residency, they will be afforded In-District tuition rates for the duration of their TPS status.

Trustee Lane stated that she sent an email to the Trustees, Vice Presidents Clark, Herbst and Satkowski and the President earlier that day which included information on the argument to allow TPS residency for tuition at HFC. The document included the proposal (Version 2); background in relevant immigration law; application to other areas of law; reference documents and conversations; and a conclusion which includes her support of Version 2. Trustee Mozip added that this move will indicate to international students that the government does support them and HFC is setting a model for other institutions to follow. He added that the College should issue a press release on this issue. Trustee Lane agreed with Trustee Mozip and added that to do otherwise would create a perverse dynamic in which students would drop out of College which is counter to what we profess to be our goal.

Trustee Mozip motioned to approve Version 2 and was supported by Trustee Lane. Motion passed with unanimous support.

VII. ACTION ITEMS

A. Citizen Participation

Abdulhakem Alsadah, representing the National Association of Yemeni Americans (NAYA), spoke on TPS students.

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion offered by Trustee McDonald, supported by Trustee Berry to approve action items 1 through 13 passed unanimously.

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

Trustee Mozip had a question on action item 13.

BIDS AND CONTRACTS

1. FANUC Robotics Educational Package – Board Report #4534 – Vice President Satkowski

Moved to approve a contract award totaling \$39,864.17 to IST Ohio, Inc. for one (1) FANUC LR Mate 200iD/4S R-30iB Plus Educational Package requested by the Engineering Technology program, in accordance with Quote #2582 dated October 3, 2019.

2. Siemens SINAMICS S120 Training Cases – Board Report #4535 – Vice President Satkowski

Moved to approve a contract award totaling \$89,165.00 to Electro-Matic Products, Inc. for four (4) Siemens SINAMICS S120 Training Cases requested by the Electrical Technology department, in accordance with Quotation #1729054 dated October 23, 2019.

3. Hill-Rom Hospital Beds – Board Report #4536 – Vice President Satkowski

Moved to approve a contract award totaling \$65,356.80 to Hill-Rom, Inc. for ten (10) Hill-Rom Centrella Smart+ Hospital Beds including accessories and services requested by the School of Nursing, in accordance with Proposal #SP27511349 dated October 15, 2019.

4. SEC Scanning Electron Microscope – Board Report #4537 – Vice President Satkowski

Move to approve a contract award \$72,500.00 to NanoImages, LLC for one (1) SEC Model SNE-4500M PLUS High-Resolution Tabletop Scanning Electron Microscope requested by the Engineering Technology program, in accordance with Quote #C093019450HFC dated November 21, 2019.

5. Megatech Electrical Training Boards – Board Report #4538 – Vice President Satkowski

Moved to approve a contract award \$49,504.95 to Megatech Corporation for seven (7) sets of Megatech Ford Electrical Training Boards requested by the Automotive Technology department, in accordance with Quotation #Q19-278 dated November 19, 2019.

6. Automotive Equipment and Tools – Board Report #4539 – Vice President Satkowski

Moved to approve a contract award totaling \$34,337.10 – to Wright Tool Company for \$27,831.10 and to Fastime Racing Engines & Parts for \$6,506.00 – for the purchase of Automotive Equipment and Tools requested by the Automotive Technology department in accordance with the specifications of Sealed Bid #20543.

HUMAN RESOURCES7. Staff Recommendations – President Kavalhuna

Moved to approve the following staff appointments:

Sarah Castillo, ELI Instructor, School of Liberal Arts, MA30, Step 6.5, 10 months. effective 1/8/20. Ms. Castillo was temporary, full-time during the Fall 2019 semester.

Hanan Fadlallah, ELI Instructor, School of Liberal Arts, PHD, Step 6, 10 months. effective 1/8/20.

Roger Frank, ELI Instructor, School of Liberal Arts, MA, Step 8, 10 months. effective 1/8/20.

Charles Irish, Chemistry Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 5, 10 months, effective 1/8/20. This is a temporary, full-time assignment for the Winter 2020 semester.

Jessica Shamberger, ELI Instructor, School of Liberal Arts, MA, Step 5, 10 months. effective 1/8/20.

June Williams, Enrollment Associate II, Enrollment Services, Step 1, effective 12/17/19, 12 Months.

8. Director, Facility Services – President Kavalhuna

Moved to approve the appointment of Reuben Brukley to the position of Director, Facility Services, at Grade 2, Step 4, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective 12/17/19.

9. Executive Director, Office of Human Resources – President Kavalhuna

Moved to approve the appointment of LaDonna Holley to the position of Executive Director, Office of Human Resources, at Grade 2, Step 2, of the 2019-2020 Henry Ford College Exempt Executive Leadership Salary Schedule, 48 weeks, effective 1/6/20.

10. Temporary Special Projects Generalist, Office of Human Resources – President Kavalhuna

Moved to approve the appointment of Rebecca Michalski to the position of Temporary Special Projects Generalist, Office of Human Resources, at Grade 3, Step 4, of the 2019-2020 Henry Ford College HR Management Salary Schedule, 48 weeks, effective 1/6/20 through 8/6/20.

11. Coordinator, Program Improvement and Effectiveness – President Kavalhuna

Moved to approve the appointment of Jennifer Markin to the position of Coordinator, Program Improvement and Effectiveness, at Grade 4, Step 3, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective TBD.

BOARD ADMINISTRATIVE SERVICES

12. Fall 2019 Proposed TIF Projects – President Kavalhuna

Moved to approve the Fall 2019 Technology Investment Fund (TIF) Proposed Projects as presented in Board Report #4531 at the November 18, 2019 Board of Trustees meeting.

13. Integrated Energy Master Plan (IEMP) – Board Report #4540 – Vice President Satkowski

Trustee Mozip asked where in the contract does it stipulate that the services are being guaranteed. Vice President Satkowski replied that this information is in section 2 on page 35 of the contract.

Moved to approve the contract for Johnson Controls, Inc. (JCI) and Henry Ford College (attached to Board Report #4540) for implementation of the Integrated Energy Master Plan.

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

President Kavalhuna welcomed Dr. LaDonna Holley as the Executive Director of Human Resources. Dr. Holley could not attend the meeting due to a family commitment. He congratulated Reuben Brukley, an employee of the College for over twenty years, who was appointed as the Director of Facility Services and also welcomed Jennifer Markin to the College as the Coordinator of Program Improvement and Effectiveness.

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

Trustee Mozip inquired when the report on sustainability that Trustee Berry requested will be available. President Kavalhuna stated that he did not recollect this request. He added that he is happy to provide any information requested by a Trustee. Trustee Berry added that he and Trustee Mozip had a conversation on the request and he stated that he believes that he requested the information at the October meeting, however, he thought it would take time for the report to be presented. He added that Trustee Mozip had a good idea in developing a way to keep track of requests for

information from Trustees, as sometimes information is provided and sometimes it is not. Chair Petlichkoff asked if it would be helpful to have a Board retreat for discussion on a process that would work for both the Trustees and the President. Trustee Lane inquired as to what kind of sustainability information Trustee Berry was requesting, financial, student count, environmental, etc. Trustee Berry stated that he would have to revisit the minutes of the meeting and that he believes it was at the October Board meeting. Trustee Mozip stated that it would be very helpful to have an archive of all the items that have been requested in the past for those members who are new to the Board. Trustee Meade stated that if the College does a good job with the strategic plan, there will be fewer questions from Trustees. Chair Petlichkoff added that minutes are available on the College website.

D. Board Member Commentary

Trustee McDonald thanked Chair Petlichkoff for her work this year as chair and she appreciates her leadership and what she has done for both P12 and the College. She also wished everyone a wonderful vacation.

Trustee Mozip echoed Trustee McDonald's commentary and that Chair Petlichkoff handled many major issues with grace. He also thanked the Black Males and QUEENS focus group for their amazing 4th annual dinner, it was a great celebration. He also had a great time at the Nursing Pinning ceremony, an amazing night for the College. He encouraged everyone to take time to respond to the Census 2020 questions. He wished everyone happy holidays and good luck to students on their finals. He is looking forward to next semester and next year, as well.

Trustee Lane heard at the National Immigrant Integration Conference that refugees and any persons who have been homeless at any time in their life are eligible for public education with fees paid publicly up until the age of 22. She added that there would be benefit to some type of combined refugee education center for older refugees. This census occurs every ten years and it important that the public respond. She asked that someone be assigned to contact the refugee center in Grand Rapids to ask more pertinent questions. She encouraged everyone to give to those in need generously.

Chair Petlichkoff added that the spirit of giving should be sustained year-round and hopes that everyone enjoys their time off.

IX. FUTURE MEETING DATES

- A. Monday, January 13, 2020, P-12 Organizational Meeting, 6:45 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, January 13, 2020, P-12 Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- C. Tuesday, January 21, 2020, HFC Board of Trustees Policy Committee Meeting, 6:00 p.m., at the Administrative Services and Conference Center in the Cabinet Conference Room.

D. Tuesday, January 21, 2020, HFC Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room.

X. ADJOURNMENT

Motion offered by Chair Petlichkoff and unanimously approved by those members present that the meeting be adjourned at 8:11 p.m.

James Thorpe, Secretary