

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
December 12, 2022**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, December 12, 2022, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 6:04 p.m. by Chair McDonald.

ROLL CALL

On roll call, the following were present: Trustees Hussein Berry, 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.

II. APPROVAL OF MINUTES

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

- Regular Board of Trustees Meeting – November 21, 2022
- Board of Trustees Policy Committee Meeting – November 21, 2022

III. PRESIDENT'S ITEMS

- Commemorated the one year anniversary of the loss of one of our teammates, Tamika Hister.
- Welcomed students to final exam week, wished them best of luck, and happy holidays.
- Wished the Trustees, students, and staff a warm and safe holiday season.
- The First Friday format will change beginning February 2023. The meetings will be in person and take place in a different location on campus each month.
- Congratulated Dr. Eric Rader on his election to a full-term as President of the AFT HFCC Local 1650 bargaining unit.
- Provided updates on the following events:
 - Pizza and a Play, December 4, 2022
 - Open House Reception for Congresswoman Debbie Dingell, December 9, 2022
 - HFC/WSU Learn4ward Partnership, December 12, 2022

- President Kavalhuna thanked Vice President DeLong and her team for doing excellent work in the planning of these events.
- President Kavalhuna acknowledged that the Learn4ward partnerships would not be possible without the expertise and hard work of Vice President Nealon.

IV. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by HFC student, Zena Aljilehawi. Zena is from Westland, Michigan. She serves as a transfer success coordinator for the Honors Program. She is also an honors student who has received the president's scholarship and granted membership in the Phi Theta Kappa Honor Society. She is a first-generation college student and the oldest of five siblings. After she earns an associate degree in biology, she plans to transfer to the University of Michigan in Ann Arbor.

- Congratulations to the following students on their standings for the biannual national AMATYC Student Math League for fall 2022:
 - First Place – Hadi Soweidan
 - Second Place (tie) – Hadi Nassar
 - Second Place (tie) – Ali Yassine
- December 13-15 the Office of Student Activities will hold its annual “Finals Good Luck Event”. This event will take place in various buildings on campus with volunteers handing out snacks and swag and wishing HFC students well on their finals. Everyone is invited to join in as we show our students they are appreciated and supported during their final exams.
- On January 16, 2023, Dearborn will celebrate the 30th anniversary of the Dr. Martin Luther King, Jr. Day of Service. This event is a one-day outreach activity that commemorates the philosophy and legacy of the late civil rights leader/icon Dr. Martin Luther King, Jr. This event is a collaborative effort between HFC and UM-Dearborn students, faculty, and staff as they volunteer their time to help local agencies through various projects. Volunteer opportunities are available in-person at remote locations and on the UM-Dearborn campus. There are also volunteer opportunities that can be done at home and donated. Everyone is invited to take part in this annual event.

V. SPECIAL REPORTS

- Learn4ward
Vice President Nealon
- D, E, Withdraw and Incomplete Grades
Vice President Nealon

Vice President Nealon announced that he will combine Special Reports A. An B., and start with item V. B. He explained that D, E, Withdraw and Incomplete (DEWI) grades relate directly to Priority 2 – Retention in the Strategic Plan. DEWI grades result in an empty credit and come at a cost to our students. Our goal is to get our DEWI rates down. Vice President Nealon provided a comprehensive overview on how we are moving the needle – tactics and actions in each of the following areas: Academic Affairs, Health and Human Services, Liberal Arts, Library and Academic Support, and STEM by looking at the following data:

- DEWI rates for the top 50 high enrollment classes. (Almost 87% of our students will have enrolled in one of these 50 classes.)
- Five-year trend to see if rates were going up, down, or remain static.
- Disaggregated the data to see how students were performing according to:
 - Race/Ethnicity
 - Pell eligibility
 - Age
 - Gender
 - Modality

Item V. A. relates to Priority 4 – Transfer in the Strategic Plan. Vice President Nealon provided data showing completion vs transfer rates in comparable institutions and a ranking of where students transfer from HFC. One area of concern is students who transfer to other community colleges other than to complete a program not offered at our College (i.e., Policy Academy at Schoolcraft College). Learn4ward partnerships allow students with a minimum 2.5 GPA to transfer to the partner four-year institution with a guaranteed transfer of at least 60 credits. We currently have Learn4ward partnerships with the University of Michigan-Dearborn and Wayne State University. We will soon partner with Davenport University. Davenport will accept any and every associate degree for the full 60 credits to allow students junior status when they enter. They can also complete their four-year degree one hundred percent online. We anticipate partnering with Eastern Michigan University in January. Vice President Nealon also provided an update on the HFC Success in 60 model which consists of 30 credits general education courses, 15 credits in the concentrated area the student declares as their first major, and 15 elective credits. He added that the MCCA is now using this model.

VI. DISCUSSION ITEMS

- A. Technology Investment Fund (TIF) Fall 2022 Proposed Projects – Board Report #4667
Vice President Satkowski

Listed below is a summary of projects recommended for funding by the Technology Investment Committee (TIC).

Project Director Division/Department	Nature of Request	Approved Funding
Tessa Betts, Janel Mills/ Library	<p>In order to make information literacy instruction interactive, we would like to purchase laptops and accompanying equipment exclusively for information literacy instruction in the Library's Vogt Room. In addition, we would like to install power and ethernet drops in the Vogt Room to ensure the reliability of the internet connection and maintain consistent daytime charging of the laptops for multiple class sessions during the day. This proposed project was included in the library's Operational Plan for FY 2022-2023. What will be purchased:</p> <ul style="list-style-type: none"> • 32 Lenovo V14 G3 82TS005QUS Laptops: \$21,995.01 • Ethernet installation: \$17,420.50 • Electrical installation: \$10,251.32 <p>Quotes have been obtained through Facilities for needed electrical work as well as quotes for the needed ethernet, cables, and laptops from IT. Following are the six quotes:</p> <p>Laptops:</p> <ul style="list-style-type: none"> • Canton Computers (laptops): \$21,995.01 <p>Ethernet Installation:</p> <ul style="list-style-type: none"> • Trifecta Networks (patch cables/cords that will get the laptops connected to the internet/college network): \$156.75 • Grit Technologies (data cabling): \$8,570.75 • Sentinel (ethernet switch and equipment): \$8,693 <p>Electrical Installation:</p> <ul style="list-style-type: none"> • R. Simon Electric (electric access): \$7,975 • NBS Commercial Interiors (electrical clamps and ports for tables): \$2,276.32 	\$49,667
Nikole Ford-Kondraciuk/ Enrollment Services	<p>Upgrade the technology in five conference rooms allowing staff to host events for students using new modalities. The new modalities include online (asynchronous) and remote (synchronous) using Hybrid-Flexible (HyFlex) technology. This flexibility permits students to choose whether to participate online, remotely, or in person and increases student options for participation in programs related to enrollment, registration, orientation, or training such as nursing admission sessions or financial aid sessions. This is a duplicate of a previous application for funding submitted by Cristina Bailey and Victoria Bessette, but instead of using this technology in classrooms,</p>	\$159,080

	<p>this is focused on conference rooms and event spaces which are utilized to provide programs and services to students. This project aims to increase student attendance in programs for prospective and current students such as tours, program information sessions, international and new student orientation, financial aid education sessions, and other academic-related programming which offer students a flexible approach to attending and participating in the program through HyFlex technology. Students choose whether to participate asynchronously online or synchronously remotely. The HyFlex design supports student-directed learning in several important ways that most other program formats cannot support due to their inflexible approach to student participation. Standard classroom style audio/video equipment for the following room will be purchased for the following Welcome Center rooms: 114, 211, 215, 224 and Community Rooms East, West and Central.</p> <ul style="list-style-type: none"> • Four Welcome Center rooms \$58,116.28 • Three Community Rooms \$100,963.33 	
	Total Funds	\$208,747

The Technology Investment Committee held an open meeting on October 14, 2022 to hear presentations from schools/departments requesting funds. The fund beginning balance for the Winter 2022 meeting was \$360,293. With the holding of 10% in case of overages, there is \$324,263 available for projects. The committee recommended these two proposals for funding. The projects have also been reviewed and approved for funding by the College administration. The total value of these recommended TIF projects is \$208,747.

VII. ACTION ITEMS

A. Citizen Participation

Linda Lance, Redford, Michigan, representing the SSA spoke on the five-day return to work.

Nancy Knick spoke on the work environment for remote work.

Ashlei Cheers spoke on remote work at HFC.

Cynthia Smith, Dearborn, Michigan, turned in a blue card regarding taking calls in the same room as helping in-person students. Students can hear conversations, violate FERPA. Only three people working the enrollment lab.

Leslie Windless spoke on remote work.

June Williams, Detroit, Michigan, turned in a blue card, representing the Call/Contact Center Enrollment Lab, spoke on modes of communications for students on campus, phone, Zoom, and remote on phone.

B. Special Consideration/Questions on an Action Item

Chair McDonald stated that the start date for Tracy Perry in item V.D.2. is January 9, 2023.

C. Action to Approve Action Items

Motion to approve action items 1-4 offered by Trustee Thorpe, supported by Trustee D'Ambrosio, 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. Multi-Zone Building Energy Trainers – Board Report #4668
Vice President Satkowski

Moved to approve a contract award to Hampden Engineering Corporation for the purchase of six (6) Hampden Engineering Multi-Zone Building Energy Management Trainers, Model H-MZBM-J1, for a total of \$164,226.00, as requested by the School of Business, Entrepreneurship, and Professional Development in accordance with the specifications of Sealed Bid #22284.

HUMAN RESOURCES

2. Director, Admissions and Recruiting
Vice President Gonko

Moved to approve the appointment of Tracy Perry, to the position of Director, Admissions and Recruiting, at Grade 4, Step 5, of the 2022-2025 HFC Administrators' Association, Local 71, Salary Schedule, effective January 9, 2023.

3. Executive Director, Office of Human Resources
Vice President Gonko

Moved to approve the appointment of Lisa Bradley, to the position of Executive Director, Office of Human Resources, at Grade 3, Step 6, of the

2022-2023 Exempt Administrator's Salary Schedule, effective January 9, 2023.

BOARD-ADMINISTRATIVE SERVICES

4. Board of Trustees Policy Updates
Trustee Watts

Background information: On November 21, 2022, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the following policies:

- Institutional Travel Account
- Technology Investment Fund

Moved to approve the changes to the following policies:

- Institutional Travel Account
- Technology Investment Fund

VIII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Trustee Watts, Chair of the Policy Committee, reported that the following items were discussed during their meeting today:

- Board meeting blue cards are in the process of being updated.
- Awaiting a legal opinion on the Open Meetings Act.
- Review of the Overseas Travel policy.- will be sent to Trustees.
- Comparison of the HFC and DPS bylaws.

Instead of using the Berkley Schools operating procedures as a template as mentioned in the November Board meeting, the committee will use a document from the Illinois State School Board that summarize all the bylaws in a two-page document. Part A is a cheat sheet and Part B gives a location for unwritten rules.

C. Requests for Information and/or Future Agenda Items

Trustee Berry asked for an update on the marketing plan and budget.

Trustee Petlichkoff asked for demographics of students enrolling in ALP or co-

requisite courses.

Trustee Mozip asked if we can identify the reasons why students opt to attend other community colleges (other than pursuing a program that is not offered at HFC).

D. Board Member Commentary

Chair McDonald reminded the Trustees that the Nursing Pinning Ceremony is taking place this Friday, December 16.

Chair McDonald thanked Kevin Dewey for the music that he and his students provided at the Veterans Day ceremony.

President Kavalhuna added his thanks to Kevin Dewey and his students for their performance at the annual Holiday Staff Tea.

President Kavalhuna thanked the Board of Trustees for approving the hiring of Tracy Perry, Director of Admissions and Recruiting, and Lisa Bradley, Executive Director of Human Resources. President Kavalhuna welcomed and introduced Ms. Perry and Ms. Bradley both of whom were in attendance.

Trustee Berry wished everybody merry Christmas, happy holidays, and happy new year.

IX. FUTURE MEETING DATES

- A. Monday, January 9, 2023, **Organizational Meeting**, 6:45 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, January 9, 2023, **P-12 Board of Education Meeting**, 6:45 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- C. Saturday, January 14, 2023, **HFC Board of Trustees Retreat**, 8:00 a.m. at the Administrative Services and Conference Center in the Rosenau Board Room.
- D. Tuesday, January 17, 2023, **HFC Board of Trustees Policy Committee Meeting**, 6:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- E. Tuesday, January 17, 2023, **HFC Board of Trustees Meeting**, 7:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room.

X. ADJOURNMENT

Motion by Chair McDonald was unanimously approved by those members present that the meeting be adjourned at 7:47 p.m.

Irene Watts, Secretary