

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
5101 Evergreen Road
Dearborn, Michigan 48128
(313) 845-9650**

**Administrative Services and Conference Center
Rosenau Board Room**

**December 11, 2023
7:00 p.m.**

I. CALL TO ORDER AND ROLL CALL

Hussein Berry	_____	Mary Petlichkoff	_____
Patrick D'Ambrosio	_____	Irene Watts	_____
Roxanne McDonald	_____	Chair James Thorpe	_____
Adel Mozip	_____		

II. APPROVAL OF MINUTES

A. Approval of Minutes for the following Board of Trustees Meetings

- Board of Trustees Policy Committee Meeting – November 20, 2023

Recommended action: Make any necessary corrections and move to approve these minutes.

MOVED BY: _____ SUPPORTED BY: _____

III. PRESIDENT'S ITEMS

IV. DISCUSSION ITEMS

- A. Conflict of Interest Policy
Trustee Watts

V. ACTION ITEMS

- A. Citizen Participation
Citizens wishing to address the Board on agenda and non-agenda items for action who have submitted a blue card by 7:10 p.m. to the Secretary may speak at this time. The Board may not be in a position to respond to non-agenda items; therefore, speakers should not anticipate an immediate

response to their comments or questions. For the benefit of all concerned, do not mention the names of students or College employees. Please limit comments to three minutes. If during those three minutes the comments become personally directed, abusive, obscene, or irrelevant, your public comment time may be interrupted or ended.

B. Special Consideration of an Action Item

Secretary comments: *“Are there any action items on this agenda which Board members or the President wish to discuss and vote on separately? If there are, we will exclude these from the action below.”*

C. Action to Approve Action Items

Background information: At this time, the Secretary will call for a single action to approve all the action items on this agenda except for items excluded from this action by Board member request.

Recommended action: Move to approve action items numbered 1 through 9 as recommended in this agenda, except for ____ (if necessary).

MOVED BY: _____ SUPPORTED BY: _____

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

BIDS AND CONTRACTS

1. CDW-G – Board Report #4723
Vice President Satkowski

Recommended action: Move to approve a contract award to CDW-G for \$63,389.40 for thirty (30) Intel Core i7 Computer Systems as requested by the School of Business, Entrepreneurship, and Professional Development, in accordance with the specifications of Sealed Bid #22581.

MOVED BY: _____ SUPPORTED BY: _____

2. Snap-on Industrial – Board Report #4724
Vice President Satkowski

Recommended action: Move to approve a contract award to Snap-on Industrial for \$33,177.82 for the purchase of a Precision Measurement Instruments (PMI) Certification course, as requested by the School of Business, Entrepreneurship, and Professional Development, in accordance with the Snap-on Industrial Quote #IMP-001210061 dated November 20, 2023.

MOVED BY: _____ SUPPORTED BY: _____

3. ThunderCat Technology. – Board Report #4725
Vice President Satkowski

Recommended action: Move to approve a contract award to ThunderCat Technology for \$84,218.75 for Emergency Evacuation Diagrams including installation and 5-year maintenance plan by Critical Response Group, as requested by the Office of Campus Safety, in accordance with the Thundercat Technology Quote # RV085676 v1 dated December 1, 2023. This item to be paid 100% with State grant.

MOVED BY: _____ SUPPORTED BY: _____

4. Xybix Systems, Inc.. – Board Report #4726
Vice President Satkowski

Recommended action: Move to approve a contract award to Xybix Systems, Inc. for \$34,370.15 for the purchase, delivery, and installation of two (2) custom workstations, as requested by the Office of Campus Safety, in accordance with the Xybix Technology Quote # 33225 dated September 21, 2023. This item to be paid 100% with State grant.

MOVED BY: _____ SUPPORTED BY: _____

5. Applied Innovation – Board Report #4727
Vice President Satkowski

Recommended action: Move to approve a contract award to Applied Innovation for \$147,660.00 to provide one (1) Canon V-800 imagePRESS, Product #5765C002AA, including related accessories and maintenance, in accordance with Applied Innovation Purchase Agreement dated December 4, 2023.

MOVED BY: _____ SUPPORTED BY: _____

HUMAN RESOURCES

6. Staff Recommendations – Vice President Gonko

Recommended action: Move to approve the following staff appointments: Maghdi Alaudi, Biology Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 6.5, effective 1/3/2024. This is a temporary, full-time assignment for the Winter 2024 semester.

Max Bilodeau, Chemistry Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 8, 10 Months, effective 1/3/2024. Mr. Bilodeau was temporary, full-time during the 2022-2023 Academic Year and the Fall 2023 semester.

Keith Davis, Hospitality Instructor, School of Business, Entrepreneurship, and Professional Development, LMA, Step 8, 10 Months, effective 1/3/2024. This is a temporary, full-time assignment for the Winter 2024 semester.

Anthony Lai, Music Instructor, School of Liberal Arts, MA, Step 8.5, 10 Months, effective 1/3/2024. This is a temporary, full-time assignment for the Winter 2024 semester.

Shannon Hasper, Nursing Instructor, School of Health and Human Services, MA, Step 8, 10 Months, 1/3/2024.

Julie Jackson, Surgical Technology Instructor, School of Health and Human Services, LMA, Step 11, 10 Months, 1/3/2024. Ms. Jackson has been temporary, full-time since the Fall 2020 semester.

Maria Sepulveda, Psychology Instructor, School of Liberal Arts, PhD, Step 8.5, effective 1/3/2024. This is a temporary, full-time assignment for the Winter 2024 semester.

MOVED BY: _____ SUPPORTED BY: _____

BOARD-ADMINISTRATIVE SERVICES

7. Board of Trustees Policy Updates

Chair Watts

Background information: On November 20, 2023, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the following policies:

- Reimbursement for Moving Travel Expenses
- Degrees Recognized in the Instructional Salary Schedule
- Development of Administrative Procedures

Recommended action: Move to approve the changes to the following policies:

- Reimbursement for Moving Travel Expenses
- Degrees Recognized in the Instructional Salary Schedule
- Development of Administrative Procedures

MOVED BY: _____ SUPPORTED BY: _____

VI. BOARD OF TRUSTEES BUSINESS

- A. Acknowledgements of Correspondence
- B. Board Committee Reports
- C. Requests for Information and/or Future Agenda Items
- D. Board Member Commentary

VII. FUTURE MEETING DATES

- A. Tuesday, January 9, 2024, **P-12** Finance Committee Meeting, 5:30 p.m. at the Administrative Services Center, in the Superintendent’s Conference Room.
- B. Tuesday, January 9, 2024, **P-12** Organizational Meeting, 6:15 p.m. at the Administrative Services Center, in the Frank Franchi Board Room.
- C. Tuesday, January 9, 2024, **P-12** Board of Trustees Meeting, 7:00 p.m. at the Administrative Services Center in the Frank Franchi Board Room.
- D. Tuesday, January 16, 2024, **HFC** Board of Trustees Meeting, 7:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room.

VIII. ADJOURNMENT

Note: Meetings of the Board of Trustees will end no later than 9:30 p.m. unless a majority of Board members votes to extend the meeting by fifteen (15) minutes.

Individuals who wish to attend the Board of Trustees meeting and require special accommodations should contact the Office of the President at (313) 845-9650. Two days advance notice would be appreciated.