

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
December 11, 2023**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, December 11, 2023, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:05 p.m. by Chair Thorpe.

ROLL CALL

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

II. APPROVAL OF MINUTES

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

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

Chair Thorpe reminded everyone that the November 20, 2023, HFC Board of Trustees meeting minutes were approved at the December 4, 2023, P-12 Board of Trustees meeting.

III. PRESIDENT'S ITEMS

- Wished Trustees Petlichkoff and Thorpe a happy birthday.
- Wished everyone Happy Holidays.
- Congratulated SSA President Joni Morris on her re-election.
- Held a celebration/event today to recognize a new historic partnership between Corewell Health and Henry Ford College. In attendance were the Mayor of Dearborn, the Lt. Governor Gilchrist, Senior Vice President of Corewell Health and five HFC Nursing students. This agreement guarantees employment to our Nursing students who will commit to Corewell Health. President Kavalhuna commended:
 - Vice President Rhonda Delong for putting this event together including

- getting HFC in multiple media venues.
 - Vice President Amy Clark, General Counsel and her “one person staff” for working out all the legal details with Corewell Health.
 - Vice President Michael Nealon who worked out the agreement with many, many long hours of hard work. Dr. Michael Nealon is why this agreement happened.
- President Kavalhuna introduced Vice President Michael Nealon, Dr. Cristina Bailey, Director of Academic Services, and HFC student Ali Seblini who provided a presentation about Open Educational Resources (OERs). OERs are publicly owned, high quality, low cost, or free, open licensed tools that faculty can make available to students in lieu of expensive textbooks and other course materials. Advantages for students using OERs are the reduction/elimination of textbook costs, equitable access to course learning materials for all students, quicker path to degree completion and adaptation and customization for both faculty and students.
 - President Kavalhuna introduced Emmanuel Orozco Castellanos, Rhodes Scholar for 2024. Emmanuel will be attending the University of Oxford in England for the 2024-2025 academic year. Growing up in Mexico, Emmanuel moved to the USA six years ago and began to learn English. He expressed his gratitude to his parents who set an example of valuing education. Emmanuel read about the Transfer Bridges to the Humanities on the HFC website. He realized his dream of attending U of M was not out of the question. HFC offered Emmanuel the opportunity to be able to attend school then transfer to the University of Michigan-Dearborn. Emmanuel stated that his story is one of gratitude. He cited faculty members Dr. Michael Daher, Angela Hathikhanavala, Pedro San Antonio and Dr. Anthony Perry for their help and support in his educational journey. Emmanuel also got the opportunity to volunteer at Freedom House Detroit translating for refugees. Through the generosity of people, he encountered at HFC and other areas, he was able to achieve his dream and his parents’ dream. HFC made Emmanuel’s transition to America and the education system much easier.

President Kavalhuna and Trustees presented Emmanuel Orozco Castellanos with a plaque congratulating him on being chosen as the 2024 Rhodes Scholar.

IV. DISCUSSION ITEMS

A. Conflict of Interest Policy Trustee Watts

In September, the Policy Subcommittee recommended the Board consider the Conflict of Interest Policy. This policy was not placed on the Board agenda until the December meeting. Trustee Thorpe stated this will be an action item in January.

V. ACTION ITEMS

A. Citizen Participation

Dr. Eric Rader, Local 1650 President discussed OERs.

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion to approve action items 1 through 7 offered by Trustee Mozip supported by Trustee McDonald 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.

None

BIDS AND CONTRACTS

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

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.

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

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.

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

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.

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

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.

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

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.

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.

BOARD-ADMINISTRATIVE SERVICES

7. Board of Trustees Policy Updates Chair Watts

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

VI. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Trustee Watts reported the Policy Committee met today and reviewed:

- Policy 2550 – Payroll Authorization (no verbiage changed)
- Policy 2750 – Payroll Deductions (verbiage updated)
- Policy 2200 – Auxiliary Reserve Fund (verbiage updated)

The Policy Committee also discussed a Maternity Policy. This will require at least one more Committee meeting to review. Trustee McDonald clarified that we do not currently have a Maternity Policy in place. The Committee intends to set up a new policy as a “stand alone”.

The Policy Committee decided, to make good progress in reviewing all policies, they will hold a meeting every month at 6:00 p.m. the day of College Board meetings.

C. Requests for Information and/or Future Agenda Items

- Trustee Mozip requested materials on the Information Campaign regarding the millage. At the November meeting, Trustee Mozip commented on the importance of letting the voters know why we have 4 mills on the ballot. Trustee Mozip stated the P-12 is distributing this type of information explaining their millage request. He asked what HFC is doing in this regard. President Kavalhuna replied that the Information Campaign is underway and is being headed up by Vice President Rhonda DeLong. President Kavalhuna stated that the Information Campaign is in the formational stage right now, however; when it begins it will include a website, written information and the President going out into the community to speak to groups and discuss millage information. President Kavalhuna will provide the Board with a formal report in the coming weeks. He also welcomed Trustees to take part in the campaign.
- Trustee Petlichkoff stated she has sent the P-12's printed millage information to her membership groups via her own personal account. Trustee Petlichkoff asked to receive something for the College that is formal enough but informational enough that the Trustees could share with other people who want information outside of the normal channels. Also, it would be useful to have it in electronic form. Trustee Thorpe stated the sooner the better as absentee ballots will be sent out before we have the next College Board meeting.

D. Board Member Commentary

Trustee McDonald wished everyone Happy Holidays and hopes they can spend time with family as that is important.

Trustee Petlichkoff appreciated the two gifts tonight. Very special.

Trustee Thorpe wished our students good luck on finals.

Trustee Thorpe stated that when this board meets again, they will be in different roles as Trustees. Election of officers for 2024 takes place at the first Board meeting in January, which is a P-12 meeting. Trustee Thorpe thanked everyone on behalf of the board for all the work they have done in 2023.

Trustee Thorpe reminded everyone the next two Board meetings, taking place in January, will be held on Tuesdays.

VII. FUTURE MEETING DATES

- A. Tuesday, January 9, 2024, **P-12** Finance Committee Meeting, 5:30 p.m. at the Administrative Service Center in the Frank Franchi Board 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 Policy Committee Meeting, 6:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- E. 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

Motion by Chair Thorpe was unanimously approved by those members present that the meeting be adjourned at 8:30 p.m.

Irene Watts, Secretary