

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
January 16, 2024**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, January 16, 2024, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:00 p.m. by Chair Thorpe.

ROLL CALL

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

Chair Berry announced that the Board held their Organizational meeting last week. New officers were elected. Trustee Berry, Chair; Trustee Petlichkoff, Vice-Chair; Trustee Watts, Secretary; Trustee D'Ambrosio, Treasurer.

II. APPROVAL OF MINUTES

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

- Regular Board of Trustees Meeting – December 11, 2023
- Board of Trustees Policy Committee Meeting – December 11, 2023

III. RECOGNITION AND ACKNOWLEDGEMENTS

The HFC Math Club, led by their instructors Michael Sin and Michael Zalzali, participated in the Student Math League. The Student Math League is a two-round contest that allows students to attempt challenging, non-standard mathematical questions. Participating HFC students achieved outstanding results during the competition. After completing Round 1, Henry Ford College placed first in both Michigan and the Midwest Region. They also scored higher than all colleges in Central, Mid-Atlantic, Northeast, Northwest and Southwest Regions. Overall, Henry Ford College ranked 5th place among all colleges in the U.S., Canada, and Mexico.

Hadi Soweidan led a presentation for the HFC Math Club and was joined by

several other Math Club members who participated in the Math League competition.

IV. PRESIDENT'S ITEMS

- Congratulated Trustees on their new officer Position on the Board and the College looks forward to working together.
- Announced we will hold the passing of the gavel ceremony and team photos at the February 19 HFC Board meeting.
- Thanked Trustees Petlichkoff and Thorpe for joining us at the January State of the College event.
- Congratulated Fred Steiner on his retirement at the end of the month. Thanked him for his almost 40 years of service to Henry Ford College.

V. DISCUSSION ITEMS

A. FY2024 Mid-Year Budget Adjustment – Board Report #4728
Vice President Satkowski

Mid-year budget adjustments are required for the initial FY2024 adopted budget in order to adjust revenue and expenses based upon actual activity for the first six months of the fiscal year. Total revenue is recommended to be increased by \$5.9M. The increase in State Appropriations of \$4.2M is a one-time allocation for capital projects and equipment. The increase in State Appropriations took place after the College's budget was approved in May 2023. Tuition increased by \$1.5M. Enrollment was budgeted at the same level as FY2022. However, the Fall enrollment increased by 1.5% and Winter enrollment is anticipated to increase by 5.7%. Summer 2023 enrollment was up by 10%. Investment earnings have been reviewed and will be increased by \$750,000 due to increased investment rates. Property Tax collections are projected to decrease by \$550,000 compared to budget. Expenses have been reviewed and increases for the various categories total \$5.25M. Funding for adjunct faculty is increased by \$400,000 due to the enrollment increase for the year. The \$4.2M in Mandatory Transfers is related to the one-time State Appropriations noted above. Also, an adjustment for employee vacancies of over \$800,000 provides an expense reduction for the year. Other categories of reductions total \$200,000. With the recommended adjustments, the net surplus for FY2023 increases from \$240,000 to \$890,000.

B. Technology Invest Fund (TIF) Fall 2023 Proposed Projects- Board Report #4729
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
Richard Cieslak/ BEPD	<p>This project will be used to introduce technology to new students entering the electrical apprenticeships. These instruments establish a basic groundwork for electrical skilled trades apprenticeships. The instruments measure voltage, conductivity, and continuity in electrical currents. Instructors need to establish a basic knowledge that all electrical concepts can be derived from.</p> <p>If students do not have these instruments, it makes it harder to grasp concepts. The instruments create necessary foundational understanding of electrical technology to be built upon as the move forward in their education or positions of employment. These instruments assist them in troubleshooting effectively. Understanding these instruments will help them in real world work scenarios.</p> <p>Henry Ford College seeks to establish itself as a leader in training students to work on the world's electrified vehicles. This purchase gives these students the tools they need to excel in those fields.</p> <p>This will purchase 20 Simpson 260-6xlpmm multimeter at 613.71 each.</p>	\$12,274.20
Susan McGraw/ Department of Communication and Media/SoLA	<p>The Telecommunication Editing lab facilities need a computer upgrade. Our current computers are very old and no longer upgradeable to the latest operating systems, greatly hindering our ability to teach the latest technologies and our students' ability to learn the latest practices in digital editing and content management. The wall-mounted television that is used in the lab to showcase and instruct students is also failing and an upgrade to that will complete a necessary and full overhaul of the facilities.</p> <p>This project is to replace our obsolete audio and video editing computers in our labs and the room TV wall monitor that connects them for visual learning purposes. This upgrade is critical to the program. Many of our existing computers have been in place for over 13 years. We are unable to make any further upgrades to these units and they have started shutting down – literally. We cannot run the latest software on our current machines, basically freezing our ability to move forward with the times. The wall television is also very old and starting to intermittently fail.</p> <p>Total students effected: The estimate for students being served annually is approximately 220. This does not include our Journalism students and others who come in to use the editing facilities for a multimedia project.</p>	\$50,549.98

	<p>they're working on for class projects, nor does it include former students who have graduated through our program wishing to work on a demo project for job acquisition or for application to a university, whom we allow to utilize the facility (with proper guidance) to help support them in their academic and professional journey.</p> <p>Our Telecommunication Program has worked on and supported projects all across the campus, including content creation for things like Commencement events, planetarium shows, in-house projects, and even community events. Our students have proven themselves as being capable and professional when being folded into projects beyond the classrooms, with our current inadequate technology.</p> <p>Technology:</p> <p>(20) New iMac computers with 24-inch, 4.5K Retina displays having the following specs:</p> <ul style="list-style-type: none"> • Hardware Specs: Apple M1 chip with 8-core CPU with 4 performance cores and 4 efficiency cores, 8-core GPU, and 16-core Neural Engine, 16GB unified memory, 1TB SSD storage, Two Thunderbolt / USB 4 port, Two USB 3 ports, Gigabit Ethernet, Magic Mouse, Magic Keyboard with Touch ID and Numeric Keypad - US English, Accessory Kit • Software: macOS, Photos, iMovie, GarageBand, Pages, Numbers, Keynote, Final Cut Pro <p>Cost per unit: \$2,450 x 20 units = \$49,000</p> <p>(1) Samsung - 70" Class Q60C QLED 4K Smart Tizen TV Cost per unit: \$999.99</p> <p>(1) SANUS Elite - Advanced Tilt 4D TV Wall Mount Cost per unit: \$149.99</p> <p>(20) USBCele USB-C (Thunderbolt 3) to Mini DisplayPort Adapter, USB Type C to Mini Display Port 4K Cable Adapter for MacBook Pro, iMac, LED Cinema Display and More Cost per unit: \$20.00 x 20 units = \$400</p>	
<p>Nikole Ford/ Enrollment Services</p>	<p>Our goal is to take our services on the road across campus and expand the Welcome Center's one-stop services and programs to meet students where they are. We can assist in the retention and success of students by packaging our enrollment processes and taking our services to them.</p> <p>By utilizing additional technology such as laptops, instead of waiting for students to come to us, we can take our one-stop services to any building on campus to do one-stop service Pop-Ups in building lobbies and host more Enrollment Days, Welcome Days, and First-Gen programming in spaces around the campus that accommodate large groups. Since these spaces don't have the technology to support the full services we provide, we will take our technology on the road with us. This will allow us to assist students hands-on with anything from financial aid to advising and</p>	<p>\$39,780</p>

	<p>registration from anywhere on campus. It also allows us to host larger groups for events like SOAR (Student Orientation Advising and Registration) and set up extra spaces with technology to support student service and learning.</p> <p>The Welcome Center has 10,000 service interactions per year with students in the one-stop lab. This could increase by moving our services to meet students where they are. Our services cover every enrolled student on campus who needs us, regardless of the courses or programs in which they are enrolled.</p> <p>This allows us to expand our service area across campus even though our location is isolated away from where students are in classes.</p> <p>This project promotes innovation because we are taking our services on the road and not letting lack of technology be a barrier. We are meeting students where they are on campus.</p>	
	Total Funds	\$102,604

The Technology Investment Committee held an open meeting on October 13, 2023, to hear presentations from Schools/departments requesting funds. The fund's beginning balance for the Fall 23 meeting was \$239,288. With the holding of 10% in case of overages, there is \$215,359.20 available for projects. The committee recommended the Proposals for funding. The projects have also been reviewed by college administration which offers its support. The total value of the TIF projects for which the committee is recommending is \$102,604.18.

VI. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion to approve action item number 1-6 offered by Trustee Thorpe, supported by Trustee McDonald, passed with a unanimous vote attached.

BIDS AND CONTRACTS

1. Sentinel Technologies, Inc. – Board Report #4730
Vice President Satkowski

Move to approve a contract award to Sentinel Technologies, Inc. in the amount of \$938,284.00 for the purchase and delivery of Verkada CCTV Cameras, Camera Mounts, and Licenses, as requested by the Office of Campus Safety, in accordance with Sentinel Contract # 006561 dated December 14, 2023.

2. GRIT Technologies, Inc. – Board Report #4731
Vice President Satkowski

Move to approve a contract award to GRIT Technologies, Inc. in the amount of \$147,131.20 for the labor and materials to install 293 Verkada CCTV Cameras, Camera Mounts, and cabling, as requested by the Office of Campus Safety, in accordance with Quotes #GRTQ5332 and #GRTQ5334, dated January 9, 2024.

3. NBS Commercial Interiors – Board Report #4732
Vice President Satkowski

Move to approve a contract award to NBS Commercial Interiors for \$30,115.72 for the purchase and installation of Steelcase furniture requested by the Director of Library and Academic Support Services, in accordance with Quote # 368271 dated December 8, 2023.

4. Ellucian Company L.P. – Board Report #4733
Vice President Satkowski

Move to approve a contract award to Ellucian Company L.P. for a total of \$123,000.00 for a one-year Flexible Advisory Services engagement as requested by the Strategy and Human Resources division, in accordance with Ellucian Quote #H19-262699-121923 dated December 19, 2023.

Trustee Mozip inquired why we are engaging the company and awarding them with a contract since we already made a purchase last year with an amount that included some advisement. President Kavalhuna stated that the larger contract last year was with this service provider for a software product that the team will be using to continue to revamp and skill up our Academic Advising unit. The contract from last year continues today. At that time, HFC was working with Ellucian to get that software up and running. One of our teammates was working with Ellucian and serving as our point of contact and the person doing most of the implementation work between Henry Ford College and Ellucian. That employee is no longer at the College, and we need a way keep this process moving along as to ensure a successful implementation of the software. After other options were considered, we felt the best solution is to pay the provider for more support. This is a one-year contract to provide a quick solution.

BOARD-ADMINISTRATIVE SERVICES

5. Conflict of Interest Policy

Chair Watts

Move to approve the Conflict of Interest Policy as discussed at the December 11, 2023 Board of Trustees meeting.

6. Board of Trustee Policy Updates

Chair Watts

Background information: On December 11, 2023, the HFC Board of Trustees Policy Committee discussed and reviewed changes to the following policies:

- Policy 2200- Auxiliary Reserve Fund
- Policy 2550- Payroll Authorization
- Policy 2750- Payroll Deductions

Move to approve the changes to the following policies:

- Policy 2200- Auxiliary Reserve Fund
- Policy 2550- Payroll Authorization
- Policy 2750- Payroll Deductions

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Vice-Chair Petlichkoff received a legal document in the College mail. This document pertains to the period she served as Treasurer on the Board. President Kavalhuna will brief the Board on the content after he has spoken to General Counsel.

B. Board Committee Reports

None

C. Requests for Information and/or Future Agenda Items

- President Kavalhuna stated he circulated the last request for information to the Board members regarding the millage renewal.
- President Kavalhuna stated that employees who take part in the advocacy campaign for the millage during work hours will take those hours as

personal leave time. The information shared did not include information on the advocacy campaign. Dr. Eric Rader is leading that effort.

D. Board Member Commentary

None

VIII. FUTURE MEETING DATES

- A. Monday, February 12, 2024, **P-12** Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, February 19, 2024, HFC Board of Trustees Policy Committee Meeting, 6:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- C. Monday, February 19, 2024, **HFC** Board of Trustees Meeting, 7:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room.

IX. ADJOURNMENT

Motion by Chair Berry was unanimously approved by those members present that the meeting be adjourned at 7:32 p.m.

Irene Watts, Secretary