

**HENRY FORD COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING
August 5, 2025**

I. CALL TO ORDER

A special meeting of the Henry Ford College Board of Trustees was called to order on Tuesday, August 5, 2025, at 7:08 p.m. at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room. The following Board of Trustees were present: Trustees Jamal Aljahmi, Hussein Berry, Patrick D'Ambrosio, Mary Petlichkoff, Irene Watts, Amer Zahr and Chair Adel Mozip.

II. CITIZEN PARTICIPATION

Eric Rader, Local 1650 President, spoke about the presidential search.

Betsy Cohn, Faculty, spoke about the presidential search.

Sam Bazzi, Faculty, spoke about the presidential search.

Lynn Boza, AFO President, spoke about the presidential search.

III. PRESIDENTIAL SEARCH PROCESS

Dan Murray, Purchasing Director, provided the Board with an update on activity that has taken place to date regarding the RFP process. Mr. Murray stated that the RFP was issued on July 7 with final responses due on August 8 at 4:00 p.m. Since that time, prospective firms have had the opportunity to ask questions and receive answers. We requested a notice of intent form if a company plans or doesn't plan to participate in our process. To date, 23 firms have confirmed they intend to participate. Once all responses are received by August 8, Mr. Murray will compile them and send them to the ad hoc committee to review and determine finalists to interview and determine a timeline. The tentative timeline provided to companies when issuing the RFP had proposals being reviewed August 8-20; interviewing companies that are finalists the week of September 1; and awarding at the September 15 Board of Trustees meeting.

Trustee Zahr stated that he is interested in accelerating this process. This is the only position the Board is responsible for hiring. Trustee Zahr stated he is not interested in eliminating the presence of a search firm. He believes that as the date for RFP submissions is August 8, the ad hoc committee should have plenty of time to review the applications and determine a finalist to award at the August 25 Board of Trustees meeting. Trustee Zahr would like to agree tonight to move to evaluate the applications next week, speak with other Board members, and make a recommendation to vote on at the August 25 Board meeting. Trustee Zahr stated

he feels that the search firm should be used to post the job on all the applicable websites, intake the applications for security purposes, and then give access to the Trustees and anyone else the Board authorizes via search committees. However, at the end of the day, the Board will decide on the rubrics. Trustee Zahr doesn't think there is any reason to have to wait until the September Board meeting to select and vote on a search firm. Once the search firm is identified the position can be posted. Ultimately, the Board of Trustees will make the selection for a new president.

Trustee Zahr understands that the Board is contractually obligated to include 7 faculty members of Local 1650's choosing, to participate in the search committee. Trustee Zahr would like President Gonko to direct the faculty to make their selection of the 7 members at the September 10 Faculty Senate meeting. This will aid the Board in moving forward with assembling the search committee. Trustee Zahr also asked the Board to discuss at tonight's Board meeting who else they would like to have on the search committee. Trustee Zahr would like HR or another department at the College to create an intake process for this. Those who are interested could complete an application. Then the Board would review and select the members. Trustee Zahr stated that ultimately, the search committee gets to screen and recommend applicants. At the end of the day, the Board of Trustees will decide who the finalists will be. Trustee Zahr feels that the Board was elected to do this, and it is one of the Board's core jobs and he wants the Board to take control of the process. Trustee Zahr believe this process can be done quickly and a new president can be selected by the holidays. There are a lot of issues coming up next year and Trustee Zahr believes it is important for the new president to be able to take on and own upcoming issues.

Trustee Petlichkoff asked Trustee Zahr what urgent issues are coming up, as she is not aware of any. Trustee Zahr stated that a shorter interim period is better in general, so the community does not have to deal with uncertainty. Also, the Local 1650 contract ends in February 2026. Trustee Zahr believes that it would be better if the new president were already in place as negotiations get underway. Trustee Zahr would like to get this process done efficiently and quickly.

Trustee Petlichkoff stated that, per our bylaws, we want to get the best person for the job. She disagrees that the process should be rushed, and it is not necessarily in the best interest of a lot of people who want the Board to be thoughtful about this process and the selection. Trustee Petlichkoff wants to give people across the country the opportunity to apply for the position. If we push the process too quickly, we lose the opportunity of other candidates who are currently enmeshed in a job and are not prepared to move that quickly. We are in the middle of a college term where people are not ready to move. Most College presidents are usually found in the spring months when the semester has ended and are hired in that time period. Also, CBU contracts can be revisited or even delayed if needed. Trustee Petlichkoff stated she would prefer to make the best decision involving the staff and employees who will have to interact with this person, the opportunity to meet with and vet the person. The Board does not interact with the president on a daily basis. The last two presidential searches allowed candidates to come and be interviewed by the community at large. We had a very extensive time frame in order to allow them to meet and hear those people who the president would be working side by

side with at times. Rushing the process through one semester is not good. If we make a bad choice because we rushed through it, it would leave the staff and employees having to live with the Board's bad decision. Trustee Petlichkoff stated she would prefer that the Board be thoughtful in this process and dedicate the necessary time this decision deserves. Trustee Petlichkoff does not agree with rushing something through and then telling everyone that "at the end of day it is the Board's decision" to make. Trustee Petlichkoff stated that her true role on the Board is to represent all the staff and employees at the college. Not just hire the college president. Her job, duty and obligation is to make sure she represents the college community's needs, thoughts and work environment. Trustee Petlichkoff stated she has been through the process of hiring a president a number of times and she is not comfortable with rushing this process nor has she heard a good reason for rushing. As an ad hoc committee member, it takes time to interview candidates and ask the right questions. Trustee Petlichkoff is very uncomfortable rushing this whole process.

Trustee Berry stated he is concerned about some of the language he heard tonight from the speakers, such as changing the process and avoiding a third-party model. Just because we have served on search committees previously, doesn't mean we are smarter or more accountable to this college. Trustee Berry served on previous search committees. This is the Board that will be choosing our next leader. Trustee Berry stated that everyone here tonight acknowledges we have an important decision to make. We need to come forward and make a decision that is in the best interest of this institution. Trustee Berry is concerned about the language that has been coming across in emails he has received. Multiple avenues are looking to stall this process for whatever reason. When we served on the search committees previously, we never said "sometime next July". The Board hired a search firm, put a search committee together and proceeded. Trustee Berry feels that Trustee Zahr and he are saying the same thing. We need to make the best decision possible.

Trustee Aljahmi stated there was a concern about the length of the process and that it will drag out for a long time. We are trying to expedite the process, not cut corners in the process. Trustee Aljahmi stated he would be against any process that would cut corners or not get us the best candidate. However, he believes the Board needs to expedite the process to shorten the time of uncertainty. Trustee Aljahmi stated he is in favor of a search firm. The search firm is going to find us the best possible candidate. Trustee Aljahmi disagrees that setting a time frame for someone seeking a job that provides upward mobility would be a deterrent. We want the search firm to post the position and get us the best possible candidate. Trustee Aljahmi would still like the search firm to give us a recommendation as to who should be our top candidate, but at the end of the day the Board makes the choice. Also, if the Board agrees, they can add to the list. Trustee Aljahmi stated the Board is not trying to make it go faster for the wrong reasons. He was very concerned when it was brought up that it would take four months for an RFP and could take until next summer to get a candidate. Trustee Aljahmi is in favor of expediting the process, take into consideration what is being recommended and come to a compromise. Trustee Aljahmi stated he is not in favor of a 40-person search committee. That is too large and will make the process much harder. We want to be nimble but fair.

Trustee Watts addressed the topic of “stalling” that came up. As Chair of the Presidential Search Ad Hoc Committee for the search firm, Dan Murray forwarded to the Committee some questions that were asked him by some search firms. Trustee Watts deemed them inappropriate and shared her responses with the full Board so the Board was aware that she does not think that a search firm’s questions should have answers that the Board never discussed. When Trustee Watts sent the emails to the Board, it was for purposes of full transparency. She was not willing to go ahead and give search firms information that would give them an advantage if they had internal candidates. Also, the Board never discussed what the salary for the position would be. This is something between the Board and a presidential candidate. Nor did the Board discuss a deadline of June 2026, and she refused to include that deadline. Trustee Watts sent this information to the Board so the full Board could dictate the answers so that the search firms could not use that information nefariously if they had an internal candidate. Trustee Watts viewed her sharing this information with the Board as being fully transparent, not stalling. Trustee Watts stated she does not know which search firms asked these questions, but she was very uncomfortable that a search firm would do so. When she forwarded all this information to the Board in the spirit of transparency, it was viewed as stalling. Trustee Watts hoped that if stalling was the perception, she would receive a phone call or email because her intent in forwarding the information was to be transparent. Trustee Watts also stated the decision to select a search firm was discussed a few months ago. The deadline was going to be September. We had hoped for August and fell short about a week as we could not get that in. The notion of stalling was incorrect.

Trustee Watts stated she always wants to make sure there is no specific date because we are very cognizant of saying we want the best candidate for this college, not by a certain date. When interviewing the search firms, we can ask them what their scope and time frame is. With the RFP deadline coming up on August 8, the Board should discuss what questions we want to ask the search firms. Trustee Watts stated that the Board could ask the search firms what their community outreach is. Also, Trustee Watts stated she heard from a lot of people that the last search committee was indeed too large. Trustee Watts asked the Board what size committee would not be so large, would represent the community, not compromise quality yet still be efficient. Trustee Watts suggested that, just as the Board tweaked the RFP they used previously, she recommended, for the next metric for the search firm, the Board do the same thing with this. We ask members what is important to them. It is not the quantity but the quality of the search committee. It doesn’t have to be rushed, it doesn’t have to be done quickly, it has to be done correctly.

Trustee Petlichkoff stated that this is the job of the search firm. They have experience in this process and the Board just needs to ask them to guide us. We need to ask the right questions and get the search firm that fits our needs. The search firms will have to show us they have the ability to deliver and their time frame. Trustee Petlichkoff stated she believes setting a drop-dead date doesn’t help anyone. Because if you don’t meet it then you’re in violation of your own motion and you feel compromised that you must deliver. Trustee Petlichkoff believes the Board needs to allow for flexibility. Trustee Petlichkoff noted she agreed with Trustee Watts and thought some questions asked by the search firms

were inappropriate. She believes that the July date was the furthest out that could be given. It doesn't mean the Board has to accept it or that we have to hire a firm that says that's all they can deliver. It is within the Board's purview to find out from the firms they interview how quickly they can do this. Trustee Petlichkoff also stated the Board needs to ask the firms what they are able to deliver and show us proof that they have access to the right organizations to find us the best candidates and still do so within a certain timeframe. The dates were not stall dates. They were just placeholders for the questions that were being asked by a couple of firms.

Trustee Berry stated that we need a mechanism to receive input from the community. With previous searches, we had each Board member identify a community member. That number used to be approved by the Board. Trustee Berry noted he is thankful that Trustee Zahr asked for a meeting tonight so that the Board could discuss things and clear the air, get on the same page and move forward. Trustee Berry stated he agrees that we want the best candidate. Trustee Berry stated that he heard Trustee Zahr say we just want to start the process sooner rather than later.

Trustee Zahr stated that this is not about what he personally wants. He is interested in getting the best result for the community. As the RFP deadline is Friday, August 8 at 4:00 p.m., Trustee Zahr believes there is no reason why the Board cannot immediately review/interview the firms and suggest a firm to work with in a scope that would be discussed at the August 25 Board of Trustees meeting. Trustee Zahr stated he does not see why this process should take longer than it needs to and feels that the sooner we start the process the better. Trustee Zahr also stated he sees no reason why the Board cannot select a search firm in three weeks and be ready for the August 25 Board of Trustees meeting. This will allow the position to get posted quickly. As far as the search committee, Trustee Zahr stated the Board is required by our bargaining agreements to have 7 faculty members on the search committee that are chosen by the Faculty Senate. Trustee Zahr asked that we request President Gonko to direct the Faculty Senate to choose their search committee members at their September 10 meeting. He wants this request to be on the record. Trustee Zahr added that, as for the rest of the search committee, there are two mechanisms to take input from the community. One way would be to add them to the search committee, decide who should be on the committee and have the Board vote on each proposed community member. He feels this will help to avoid politics or favoritism. No one gets on the committee without a majority vote of the Board. Trustee Zahr stated the Board would need some sort of input process so they can receive something from applicants stating they are interested in serving on the search committee. Another mechanism would be that the Board doesn't widen the search committee past the required seven faculty members. Interested parties can just attend open meetings and express their opinions on candidates. Trustee Zahr stated that the Board needed to discuss who should be on the search committee tonight. Then HR or another department on campus can set up an intake process for interested members. At the end of the day, the search committee's job is to review the applications, screen the candidates, and provide the Board with a recommendation. Then the Board will create the list of finalists. They will review the list and possibly add to it, or not. Trustee Petlichkoff stated that is the job of the search firm. Trustee Zahr disagreed as he does not think the Board should hand all discretion over to the search firm.

He understands handing things over for logistic purposes. Trustee Zahr feels the Board should be the ones to exercise discretion for this search. We do not want to let the search firm set the timeline. Trustee Zahr feels that the Board can move in a way that is expeditious and yet maintain high quality. When we talk to search firms we can tell them our feeling is that we want someone hired by the holidays. We want to have a contract signed by mid-December. If some firms say they can do it, then those are the firms we will consider. If a search firm indicates they need to take a longer period and we won't have a president until June or July of 2026, then the Board won't go with them. Trustee Zahr believes it is good that the community knows we have a time frame.

Trustee Aljahmi stated he has always struggled with open-ended time frames. He feels it gives a sense of lack of urgency. Taking a long time does not guarantee quality. One of the reasons he is in favor of a search firm is to get the best candidate possible. A search firm will post the position in places where educators will see it. Trustee Aljahmi is in favor of creating a time frame and utilizing the search firm as someone working for us. We give them the criteria we are looking for and they can recommend who they think are the best candidates. However, their recommendations are not etched in stone. The Board can choose who they want.

Trustee Watts stated she takes issue with the insinuation of a stalling method. This has never been the case. Also, search firms are experts, the Board is not. This is what search firms do for higher education. Trustee Watts expressed concern that the Board might want to piece meal the search firm's job and tell them we want them to do x, y and z but we don't want their expertise. Trustee Watts stated we are hiring an expert. The Board should give them our goals and metrics and ask what the best-case scenario is. Trustee Watts welcomes their feedback. Trustee Watts is aware, and it has been said in previous Board meetings, that technology has changed since we conducted our last presidential search. She stated the time frame is not going to be as long as it was last time. This has been stated and is in the minutes. However, Trustee Watts does not want to guarantee a time that we will have a new president. She wants to be open to getting feedback from the search firm. Trustee Watts does not want to set a time limit and tell the search firm we want it done by November. Trustee Watts stated she still doesn't understand why we need to be done by December. She doesn't hear a good reason. The 1650 contract is not an issue. Trustee Watts stated that when we interview a search firm, the Board can ask them how long this process will take. We can ask for breakdowns regarding their time frame and process. What is important to the entire Board? Trustee Watts wants a search firm to come in that has community input as number one. Community input is important because it will tell the Board what kind of president they want to see at this college. Trustee Watts stated that, for her, community input will be number one for a search firm.

Chair Mozip stated that he feels the Board agrees on many things. We definitely want the process to be inclusive of the entire campus community to be involved and to provide their input on the candidates. Chair Mozip stated he does not want the search firm to make the selection but rather the search committee will make the recommendations to the entire Board. The Board definitely wants to receive input. Chair Mozip wants the Board to take their time. All Board members received the timeline that Trustee Watts sent of the search firm and when we get it. We can

even call for a Special Board meeting to award the search firm once we identify it. Chair Mozip stated there are places we can shorten the time if we have a sense of urgency. Also, we can tell the search firms that urgency is part of the criteria we want. We want this process to be as efficient and quick as possible while taking everything into consideration. Some of the speakers mentioned that we are not going to take the route of hiring a search firm. Chair Mozip stated the Board has been in the process for three months and they are not going to discard the use of a search firm. Chair Mozip believes the search firm is very valuable for us. Chair Mozip is hopeful that we would have a president by the February timeline. He feels this is a reasonable timeline. Chair Mozip asked Dan Murray if it is reasonable to have a search firm by the end of August for the ad hoc committee members to consider. Trustee Watts stated that Dan Murray will give the ad hoc committee a thumb drive that contains all the firms. The ad hoc committee will come together with a metric with input from the full Board as to the questions we want to ask the search firms.

Trustee Petlichkoff stated that she doesn't want to hire a search firm that guarantees they can provide us with a candidate within a couple months. She has had experience with search firms saying they could deliver the best product and then it did not turn out that way. She doesn't want the timeline to be important. She wants search firms to show the Board other hires they have found and produced at other colleges and the length of time that candidate remained at the institution. Trustee Petlichkoff is concerned about a search firm whose track record produces candidates that are not a good fit for a college and there is a high turnover, we do not want to consider that firm for our search. The mindset that faster is better could backfire on us and Trustee Petlichkoff wants the Board to be careful. Trustee Zahr asked Trustee Petlichkoff if she has a time frame in mind. She replied that she does not because that is not how she operates. Trustee Petlichkoff stated that she believes February or March is a potential. Then, there must be time for contract negotiations which is why some past presidents didn't start until June. Trustee Petlichkoff stated this is why she doesn't like to set this commitment in stone. Trustee Zahr restated that he would like to pick a search firm and ask them if they can get this done by a certain time and see how they respond. If there is a reputable search firm that we interview that says they can do it in a time period we request, they have a proven track record and can get it done and think they can get someone signed by mid-January, then good. Trustee Zahr stated he believes the Board needs a vision/goal for the completion of this search. He believes it is good for the community to know we have a goal. Trustee Zahr is concerned that the process will get slowed down by things such as next year's elections. He is concerned that there will always be something that people view as a reason to drag out the process of our search.

Trustee Watts stated we, the Board, have a vision. We are going to appoint a new president. The election cycle has no bearing on our presidential search. Right now, we need to focus on the search firm and what criteria we want to give them. Trustee Watts stated that if Board members want to see a search firm deliver by December, they can mark the metric accordingly. Politics does not belong in this whole process. Trustee Watts added that she is very uneasy about requiring any community member to come before the Board and be voted on. Trustee Watts knows many people who would want to be on the committee but would not like to

come stand before the Board to be judged and voted on. Trustee Watts does not see this as inclusion; she sees it as exclusion. Trustee Watts stated she heard Trustee Zahr say that if we want community members to be on the search committee they must come before the Board and be voted on. Trustee Zahr clarified that what he said was we should have a process, such as email, to allow them to indicate their interest in being on the search committee. Then they should be chosen by approval of the Board. Trustee Petlichkoff stated it must be a public vote. Trustee Zahr agreed. He understands this must be done in a democratic and transparent manner. Trustee Zahr stated he just doesn't know how else a community member would get on the search committee. Chair Mozip clarified that, in the past, each Board member would recommend one or two individuals to be on the search committee. Of those, the Board voted on who should be on the search committee. Trustee Zahr stated he doesn't like the idea of 17 people being on the search committee and each of them could possibly only have the approval of one Trustee. He prefers that the Board determine what the profiles of the members should be then let the public know what the Board is looking for and tell them if they are interested in being on the search committee please go to the website and apply or send the email to a certain email address. The Board will then review the applications. In a public meeting a Trustee can make a motion that a certain person or group of people should be on the search committee. Trustee Zahr feels that this way we are guaranteed that everyone who gets on the search committee did so via a democratic transparent process and met with the affirmation of a majority of the Board. He wants to avoid any favoritism in choosing members. Trustee Zahr believes the Board needs some sort of process for people to get on the committee other than individual Board members making the choice.

Trustee Petlichkoff stated that the last search committee did have too many people because the Board did not know how to whittle it down successfully. There hasn't been a process that fits everyone's needs. Trustee Petlichkoff recalled that for the last search committee the Board did have an application process for interested community members to apply and state why they wanted to be on the committee. These applicants also had to sign nondisclosure agreements and had to agree to attend every meeting. The Board did have some parameters in place as well. At this point the Board needs to decide how many members they want on the search committee. Trustee Petlichkoff noted that search firms are good at guiding the process of assembling the search committee. Trustee Petlichkoff does not want to limit the search firm in what they do. She agreed with Trustee Watts that we are hiring a search firm because they are experts. They are here to help us, and we shouldn't limit what we want them to do. Trustee Petlichkoff stated that this is what we are paying them to do. We can ask them questions about their timeline and their proven results. Trustee Petlichkoff feels Trustee Zahr might be putting in too many restrictions regarding what the role of the search firm will be, and it will result in the Board not getting the best search firm. Trustee Zahr is concerned that it would take longer to wait for a search firm to help us do this when the Board can do it themselves.

Chair Mozip made a point of order. The search firm would not be getting a list of individuals to serve on the committee. The search firm does not select the people for the search committee. This is not their job. They will work with whomever the Board selects. Trustee Zahr agreed.

Trustee Zahr asked what role the search firm would have in determining what the search committee looks like. Trustee Petlichkoff stated that search firms provide suggestions and guidance. They will not tell us who to choose. Trustee Zahr clarified and asked what would the Board be looking to the search firm for as far as how the committee should look? Trustee Petlichkoff stated that what normally happens is that the Board asks if there have been any methods that have been successful in compiling a search committee. If the Board has no issues in assembling a committee, they do so and just hand the names over to the search firm. The search firm will handle logistics, which is a big part of their job. Trustee Zahr agreed. Trustee Petlichkoff just doesn't want so many restrictions to be placed on a search firm where we tell the search firm, we only want them to do A and B and nothing else. Trustee Zahr stated he only wants the Board to take charge of the things they can. The composition of the search committee, aside from the seven faculty members required by contract, is something the Board can determine on their own. Trustee Petlichkoff agreed. Trustee Zahr stated the Board could proceed with assembling the search committee even before hiring the search firm. Trustee Zahr understands that the search firm is responsible for the logistics, intake, protection of information etc. He does not believe the search firm should recommend candidates to the Board. He believes that is the job of the search committee. Trustee Petlichkoff stated the search firm will vet and rank the candidates based on criteria given to them by the search committee. Trustee Zahr agreed and stated the Board can create the search committee while we wait for a search firm to be identified. This way the Board can vote on it at the August 25 Board meeting. Trustee Zahr stated we can direct the college to prepare an intake process now and then open up the process to the public on August 26. Then we would allow a couple weeks for the process to take place. Trustee Petlichkoff stated they might even still have the process the Board previously used.

Trustee Zahr stated that he doesn't think it is transparent, democratic or apolitical to simply have people on the search committee because they know a Board member. The Board should do it the same way the Faculty Senate is going to conduct their process. People indicate interest and then they vote on who should be on the committee. This is what Trustee Zahr is advocating for. The same process.

Trustee Aljahmi stated, to eliminate any confusion, he wanted to separate the search firm from the search committee. It is important to separate the two. The manner we use to select the search committee is the Board's responsibility. Regarding the hiring of the search firm, Trustee Aljahmi stated that any company the Board hires to do something for us, no matter what it is, we would place criteria on it for what we want it to do. We would also set a timeline for when we want everything to be done. Trustee Aljahmi stated that resisting the timeline won't result in sacrificing the quality of the vendor. A vendor can let you know if they can't do the job by a certain time. Putting a timeline on when you want them to get things done is normal for any bid process. Trustee Aljahmi disagrees that by speeding up the process we would be sacrificing the quality of the vendor. Most firms that will bid on the job are accustomed to working within parameters. We do need a search firm to vet the resumes and then make recommendations. Their recommendations are not something the Board must abide by, but it will make the Board's job easier and show the public a level of transparency. It shows that the Board is doing things

the right way. Trustee Aljahmi stated that he is not hearing any major disagreement. He stated the number of committee members he is hearing the Board discuss is 21-27. We do need to look at lessons learned in the past. We cannot worry about not getting the right vendor because we made the criteria too stringent. These vendors are accustomed to working with timelines.

Trustee Watts stated we are not buying furniture. We are talking about people with paychecks and families. Trustee Watts stated she is not in favor of any specific date. She wants the search firm to provide input as they are experts. After interviewing the search firms, the Board will likely have a good idea of an average time for this process. However, we are talking about procurement of a president of an institution with higher ed students. We are not talking about desks, chairs or vendors of objects. We are talking about people with families, teachers, students, professors. Trustee Watts stated she does not like the communication that we have to do this process urgently, quickly or hurriedly. We have to do this correctly. Trustee Watts stated she wants to lean on the search firms for their expert opinion. She wants the data to determine the time frame. Until she hears from the search firms, she will not put down a timeframe. However, Trustee Watts stated she is open to asking the search firms what their time frame would be for what they believe would be an efficient, full, comprehensive search for a president with community input. She would ask for a realistic date. Because if the Board puts a date on this process and we miss it, then we could be accused of stalling again. Trustee Watts wants to get the search firm with which we are confident and then come up with a timeline. Then we can all feel great that they are going to do a diligent job. Then with a search firm, they can give us a timeframe that is proven and for which they have the metrics and data. Then we put a timeframe out there. Trustee Watts stated that is where her comfort level is at.

Trustee Zahr asked Trustee Watts if she thinks the Board should judge the search firms by the time frames they provide to us. Trustee Watts stated this is definitely something we should consider when making our choice. She just wants a search firm to be authentic when they tell us what they can deliver and the timeframe for it. She wants an extremely detailed timeline so the Board can keep the search firm accountable. Trustee Watts wants the search firm to be completely transparent. Trustee Zahr asked Trustee Watts, all things being equal, if expediency is important to her. Trustee Watts stated she does not want to use the terms urgency or expediency and take the chance of people wondering why this is so urgent and whether something is going on at HFC. Trustee Watts does not want them to hear these words or catch phrases and hurry up and get this done. Trustee Watts wants them to be completely honest and say they are going to give us their best quality of work. Trustee Watts wants the firms to give the Board a proposal that includes everything we have asked for, their timeline to provide it, and whether they believe they can give us their best work so we can proceed to choose the best candidate possible. Trustee Watts stated that if a firm states they will have to charge more if they have to go past the timeline, that is a non-starter for her. Trustee Watts stated the search firms are the experts. She has never sat on a Board that has had to conduct a search for a president. Her only reference for a timeframe is what other Trustees have told her. Given the time that has passed since the last search, Trustee Watts doesn't expect the process to take as long. Trustee Petlichkoff stated that the last search began in July of 2017 and the president was hired in

April of 2018. One reason it took this amount of time, and of which the Board needs to be cognizant, is the national climate for these types of searches. If there are a lot of colleges searching for presidents at the same time there could be a lot of competition. For one search, the Board had 15 candidates and half dropped out. There are a lot of things that can complicate these searches and can impact the timeline we want to maintain. When we hire a search firm, they should also have a verifiable track record of the results they have produced in the past.

Trustee Zahr stated that this is a fundamentally different process. President Jensen announced his retirement mid-2017 and told the Board he would stay until 2018. There was no interim gap contemplated. President Kavalhuna was announced in April of 2018. Trustee Zahr stated that President Kavalhuna announced his plans to leave and then left a couple months later. We are now in an interim state that did not exist back then. Trustees Watts and Petlichkoff stated that John Satkowski served as interim president back then. Trustee Zahr stated that it did happen but was not contemplated at the beginning.

Trustee Berry stated that we did not start off 2018 with a plan to have an interim president. However, Dr. Jensen notified us he had to leave sooner than expected. This was while we were negotiating with the incoming President Kavalhuna. Trustee Berry agreed with Trustee Petlichkoff that the search committee was too large last time. This is possibly why it took the Board so long to make a decision. At the end of the day, it is the Board of Trustees who will make the final decision.

Trustee Zahr stated, for clarification, in the middle of 2017 President Jensen announced he was leaving but would continue for one year. Then, he received a job offer and had to leave earlier than expected. Dr. Jensen ended up physically leaving the College on December 25 and President Kavalhuna was announced on March 28. This was a 3.5-month span from the time President Jensen left to the time President Kavalhuna was announced. When that process began in July, there was no sense of urgency since President Jensen was going to stay for a year. We are now in a fundamentally different position, and this should render us different priorities.

Rather than Trustee Zahr making a motion for the Faculty Senate to choose which members will serve on the search committee, Chair Mozip asked AFT President Rader to address whether this is a possibility to get done. President Rader stated that the union does not choose the faculty on the search committee. President Rader also clarified that it is five full-time faculty and two adjunct faculty that need to be on the search committee. However, it is the Faculty Senate, not the Union, who runs this election. As Faculty Senate Chair Michael Hill was present, Chair Mozip asked Dr. Hill if it is possible to have the selection completed at the September 10 Faculty Senate meeting. Dr. Hill stated that the faculty will return to campus on August 19. We would then have to solicit volunteers to serve on the committee and then run the election. Getting all this done by September 10 might be difficult because they do need some time. Dr. Hill stated he would try his best to get this done and would introduce this information at the Faculty Organization meeting on August 19. Trustee Petlichkoff asked if the Board could even make a motion to order the Faculty Senate to do something. Trustee Zahr clarified that his motion

would be to have President Gonko order the Faculty Senate to get this done. Dr. Hill stated that President Gonko could make the order, but he's not sure how effective that would work. Dr. Hill stated if the Board of Trustees asks the Faculty Senate to try to come up with their members of the search committee by September 10, they will make every effort to do so. Chair Mozip agreed. Trustee Zahr asked when is the next scheduled Faculty Senate meeting after September 10? Dr. Hill stated the Faculty Senate meets the second Wednesday of every month, so the next meeting will take place in October. Trustee Zahr stated he is not comfortable with this, and he would like to have something where the Board can have clear expectations of this getting done in September. He stated he understands that the faculty come back on August 19, but there are also ways to communicate this information to the faculty. Additionally, the faculty will still be here for more than three weeks before the meeting, so this all seems doable to Trustee Zahr. He would prefer that the Board's request be made in an official capacity so that it becomes a concrete goal on that day. Chair Mozip stated he is not comfortable doing that at this time. However, Dr. Hill stated the Faculty Senate would make every effort to get this done.

Chair Mozip stated the Board also needs to decide now what the "magic number" of search committee members would be. The Board discussed and agreed that the 40-member search committee that was assembled for the last presidential search was too large. Trustee Watts suggested having more than one student on the committee because if we only allow one and that student is unable to attend a meeting, we will have an alternate. Trustee Watts also reminded the Board that Henry Ford College serves other communities outside of Dearborn. We need to be mindful of those individuals who want to serve on the committee. Also, whatever the draft turns out to be, Trustee Watts wants to show this to the search firms when interviewing them to get their feedback. Trustee Watts stated that including individuals that represent all of our stakeholders both in Dearborn and outside of Dearborn and even perhaps at the State level would be a good idea. Trustee D'Ambrosio stated that a Foundation member should also be included on the committee. Trustee Zahr questioned the need to have any of the Trustees included on the search committee. He voiced concern about having their voices outsized by the large group as well as the appearance of having Trustees on the search committee. Trustee D'Ambrosio disagreed and stated that it is important for Trustees to be on the search committee so they can hear what is going on firsthand. Chair Mozip stated he is trying to rotate the Trustees through so as to include everyone in the search process. Trustee Berry stated that he would like to serve on the search committee and if possible, he would like to be the Chair. Chair Mozip would also like to include members from civic organizations, which could be included with the community members. President Gonko stated that she would like our support staff members to be included on the search committee as well. Trustee Aljahmi asked if the committee would include anyone from HR. This person could provide impartial guidance for the group. Chair Mozip stated that the administrators on the list could come from HR. Chair Mozip stated that the Chair of the search committee would also act as a quasi-liaison to the rest of the Board.

The Board agreed on the following composition for the Presidential Search Committee:

Board Trustees (3)
Faculty-FT (5)
Faculty-Adjunct (2)
Support Staff Association (SSA) (1)
Community Members (7)
Students (2)
Dearborn Public Schools (1)
Administrators (2)
Foundation (1)

Trustee Zahr discussed creating a mechanism for people to express interest in being on the search committee. Trustee Berry stated that most areas, such as the Foundation, self-select. However, a mechanism for the community is needed. Trustee Petlichkoff stated she was concerned about asking people to be on the search committee before the Board had an idea as to what the time commitment will look like. The Board has not yet discussed this. Trustee Zahr discussed people being on the search committee that the Board did not approve. Trustee Aljahmi stated he is concerned student participation should be open to all students not just the Student Council President and Vice President. The same with other committee members. Trustee Aljahmi prefers all committee members be approved by the Board. Trustee Aljahmi asked if there were criteria for who the Board selects. Trustee Watts stated she is concerned that we will be asking people to volunteer for this search committee, but the Board does not yet have a search firm, the selection has not yet been made, and the Board does not yet know the time commitment. Trustee Watts stated she believes the Board should first select a search firm. Give them the draft for the search committee or do this during the interview process and ask them for their feedback. From there, based on the time frame given to the Board by the search firm, we will then have a time commitment to give people. Trustee Aljahmi asked what deliverables a search firm would provide for us. Trustee Watts read the Scope of Services from the "Henry Ford Community College Request for Proposal for Professional Services Executive Search for President" document (attached) that was used during a previous presidential search. Trustee Watts stated she is interested in the search firm's feedback because they are experts in this field. Trustee Aljahmi stated that the search firm's job is to find qualified candidates based on the criteria the Board gives them. Trustee Watts stated she agrees. However, she thinks it would be a good idea to run the committee draft by the search firms during the interviews to make sure the Board isn't missing anything regarding the search committee. Trustee Aljahmi stated that the search firm finds us candidates but everything else is structured by the Board. Trustee Zahr stated the Board could do both. The Board could discuss the composition of the search committee at the August 25 Board meeting and begin the process of gathering input/interest from people who want to be on the committee. Then, while interviewing the search firms, the Board can ask them for their input as well. Trustee Petlichkoff stated we don't yet have a search firm chosen that can provide us with a timeline. People will want to know the time commitment they will be signing up for but the Board does not yet know what that will be. Trustee Petlichkoff was concerned because the Board does not know how many meetings people will have to attend or the time frame.

Trustee Zahr stated he understands Trustee Petlichkoff's concern and it could be resolved by making a motion that the Board will name a search firm at the August 25 Board of Trustees meeting. Trustee Petlichkoff stated she is not comfortable in setting a date as too many things can happen that would cause delays. We don't know what could interfere with that process in the next three weeks.

At 9:37 p.m. Trustee Watts moved to extend the meeting by 15 minutes. Trustee Berry supported. A roll call vote was taken. All in favor.

Trustee Zahr stated that the window for submitting RFP proposals closes on August 8 at 4:00 p.m. Trustee Zahr stated he believes this is plenty of time to review the applications and make a choice for a search firm. Chair Mozip stated that after we receive all the proposals on August 8, then the ad hoc committee will meet to review/discuss. Trustee Watts stated that August 25 is not realistic to require everything to be done. However, she will do her best to review all the proposals. However, the Board can always schedule a Special Board meeting. Coordinating the ad hoc committee meeting and members along with scheduling interviews with search firms could be a challenge. Trustee Watts stated she would make a good faith effort to get things done. Trustee Aljahmi stated, based on his experience, the process does take longer than a couple weeks. Time needs to be allowed for questions that are clarifying questions. Dedicated time will be required to get through all of this process. Trustee Aljahmi stated that August 25 can be a tentative date. Trustee Aljahmi asked Dan Murray about the time it takes to answer clarifying questions. Mr. Murray responded that it would be part of the interview process with the firms. Trustee Watts added that she would circulate the metrics and questions the Board used in 2017 so that Board members can look at it and make suggestions for edits/updates. This gives everyone an opportunity to give input on the questions. Trustee Watts doesn't want to interview any search firm until the Board has given input on the questions and everyone's voices are on it. If any Board member has any questions or comments, direct them to Trustee Watts. Once it is a final draft, she will send it to the full Board via email.

Chair Mozip stated that he believes the Board is in agreement that we can look at some dates to expedite the process. August 8-20 we will evaluate proposals. Then interview finalists the week prior to calling for a Special Board meeting and not have to wait until September 15. Trustee Watts agreed. The Board agreed.

Chair Mozip stated we have a tentative committee made up of 24 individuals. We also have a tentative schedule to expedite the evaluation of the proposals and interview the finalists. If we aren't ready to approve a search firm on August 25, we will call a Special Board meeting. On August 25, Chair Mozip hopes to have a process solidified for people who want to serve on the search committee. Chair Mozip will work with administration to post an interest form online for those who want to be a part of the search committee. Trustee Zahr also wanted to go on the record that Dr. Hill agreed to making a good faith effort to use the September 10 Faculty Senate meeting, pursuant to the Collective Bargaining Agreement, to elect the 7 faculty members who will serve on the search committee.

IV. ACTION ITEM

None

V. ADJOURNMENT

Motion offered by Chair Mozip and adopted unanimously by those members present that the meeting be adjourned at 9:41 p.m.

Amer Zahr, Secretary

**HENRY FORD COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
FOR PROFESSIONAL SERVICES
EXECUTIVE SEARCH FOR PRESIDENT**

REQUEST FOR PROPOSAL

The Henry Ford Community College Board of Trustees (Board) is requesting proposals from eligible executive search consultant firms (Provider) to assist in an executive search for qualified candidates for the position of President of Henry Ford Community College (College), in accordance with the terms, conditions and specifications in this Request for Proposal (RFP). The Board is planning for a presidential search as Dr. Gail Mee has decided to conclude her service as President as of December 31, 2012.

ELIGIBILITY

Eligible executive search consultant firms must demonstrate experience, qualifications and references specializing in higher education chief executive officer level personnel recruitment. To be eligible, the Provider must demonstrate that the company and the principal(s) assigned to the College's search have successfully completed services for higher education institutions that are similar in size and complexity to the College and the Scope of Services.

The Board assumes that if selected, the Provider entering into an agreement shall be fully knowledgeable of the Scope of Services being requested and any other conditions and requirements for implementing a successful presidential search. Failure of such will be at the Provider's own risk and shall not be a basis for additional compensation.

SCOPE OF SERVICES

The Board expects the principal-consultant to:

1. Provide expert consultation to the Board of Trustees, the Director of Human Resources and the Board Secretary regarding all aspects of the presidential search throughout the performance period, beginning with the establishment of a preliminary timeline through to completion when an employment agreement is executed between the Board and the Presidential Finalist.
2. Conduct public forums with the College's stakeholders to identify the competencies and characteristics of candidates.
3. Assist the Board in developing position qualifications and criteria.
4. Assist with position advertisement in appropriate state, national media for higher education.
5. Be knowledgeable of the higher education environment in the State of Michigan and nationwide in order to provide personal outreach and recruitment of highly qualified and diverse candidates who will thrive in Southeastern Michigan.
6. Provide first review of applicant curriculum vitae and resumes and forward to the Presidential Search Committee.
7. Assist the Presidential Search Committee and clarify applications that best meet the position criteria and qualifications for a shortlist. Coordinate candidates' participation in the interview process. Assist with the development of an interview format and candidate questions.
8. Consult with the Board Secretary on College arrangements for meetings, interviews, campus visits, website, etc. (Provider and candidates are responsible for own travel arrangements. Any reimbursement will be made in accordance with the College's travel reimbursement procedures.)
9. Debrief with the Presidential Search Committee and/or the Board.
10. Evaluate candidates for serious consideration by verifying educational degrees, credentials and employment records. Conduct a pre-employment background check of the finalist in accordance with the College's policy and procedures.
11. Recruit additional qualified candidates, if necessary or requested.

PROPOSAL RESPONSE

The Provider's proposal must include:

1. Understanding of Scope of Services. Convey an understanding of the Scope of Services being requested and describe what the Provider can uniquely offer to the College.
2. Firm Background and Capacity. Describe the Provider's mission/purpose, history, size including number of employees, networking capacity and past experience with higher education and in particular, community colleges. List current executive searches in progress. Describe any other resource(s) available that will benefit the College's presidential search.
3. Firm Experience. Identify the proposed principal-consultant, professional and support staff who will be assigned to the College's presidential search. Briefly list the qualifications of each person assigned. Indicate the amount of time that the principal-consultant, professional and support staff will each dedicate to the presidential search. Specifically indicate the principal-consultant's role in the presidential search including site visits to the College and consultations with the Board, Director of Human Resources and the Board Secretary. List the firm's references of past higher education and community college clients, preferably with comparable clients, identify the services provided, the specific position(s) filled and the length of time to fill the stated position(s).
4. References. Provide a minimum of three references with complete contact information.
5. Services and Timeline. Provide a preliminary timeline and referencing the Scope of Services, specifically describe the firm's services and process for conducting a presidential search for the College. Outline any additional services or alternative approaches that would be in the College's best interest.
6. Budget. Provide a sample itemized budget for all expenses related to the presidential search.
7. Fees and Payment Schedule. Provide a description of the fees for consulting services and a proposed payment schedule. Provide the hourly consultant rates and submit any other pricing or cost data necessary to carry out the College's presidential search. Provide a service guarantee. Provide a statement that the fees and payment schedule, as proposed, shall remain valid throughout the stipulated performance period, as stated in the Scope of Services.
8. EEO Compliance. Henry Ford Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, or other discriminatory factors.

EVALUATION OF PROPOSALS

The focus of evaluating the proposals will be the Provider's responsiveness to the RFP and a clear articulation of eligibility, an understanding of the Scope of Services, firm experience and principal-consultant qualifications, capacity and prioritization of the College's presidential search. Members of the Board may conduct interviews of the Provider(s) who are shortlisted.

The Board shall enter into an agreement with the Provider who is considered to have the most merit, taking into consideration the scope, understanding and nature of the services to be performed. The Board reserves the right to reject any and all proposals or parts thereof or items therein and to waive any informality in proposals received whenever such rejection or waiver is in the interest of the College. The Board reserves the right to cancel the RFP at any time before entering into an agreement.

NOTICE OF INTENT AND SUBMISSION INSTRUCTIONS

The Board appreciates your time and commitment to our mission by assisting in the search for the most qualified presidential candidates.

This RFP is being issued on June 26, 2012 via PDF (Electronic Mail) and hard copy through the United States Postal Service.

1. No later than July 9, 2012, please reply via email with your firm's notice of the intent to submit a proposal to Cynthia Parrelly, Board Secretary, at CParrelly@hfcc.edu.
2. Submitted Proposals MUST BE:
 - Hard copy, single-sided, stapled (no comb-binding or other covers)
 - Submit an ORIGINAL and SEVEN COPIES of the proposal, with your business cards
 - Proposals must be received by the College no later than, August 3, 2012, 4:30 p.m. (EDT).
3. DO NOT'S:
 - Do not submit the proposal through electronic or facsimile mediums; it will not be accepted.
 - Do not mark the envelope in any manner that reveals the subject matter.

Addresses for the College, if:

U.S. Postal Services:

Henry Ford Community College
Office of Human Resources
Attention: Dr. Cynthia Eschenburg, Director
5101 Evergreen Road
Dearborn MI 48126

In Person:

Henry Ford Community College
Andrew Mazzara Administrative Services Conference Center, 3rd Floor
Office of Human Resources
Attention: Dr. Cynthia Eschenburg, Director
5101 Evergreen Road
Dearborn MI 48126

If you have any questions, please email the question(s) to Dr. Cynthia Eschenburg at cmeschenburg@hfcc.edu or 313.845.9820.

Proposal due no later than: August 3, 2012, 4:30 p.m. (EDT).

Please do not solicit members of the Board of Trustees. The Henry Ford Community College Board of Trustees is obligated to Board Policy 1100, Conflicts of Interest, adopted 2/20/95.

To Learn More about Henry Ford Community College, log on to:
<https://www.hfcc.edu>