

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
MARCH 16, 2015**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, March 16, 2015, at the Henry Ford College Administrative Services and Conference Center at 7:07 p.m. by Chair Schoelles.

ROLL CALL

On roll call, the following were present: Trustees Bazzi, Lane, McDonald, Meade, Petlichkoff and Chair Schoelles. Trustee Guido was absent. There being a quorum, the meeting was declared in session.

II. APPROVAL OF MINUTES

Resolution offered by Trustee Petlichkoff and supported by Trustee Meade was adopted with unanimous approval attached that the following minutes of the Board of Trustees be approved:

Regular Meeting – February 16, 2015
Closed Session – February 16, 2015

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgements were read by Jeffrey Henderson, first-year student at and member of the Henry Ford College International Wrestling Team.

- Holly Diamond, Executive Director of Enrollment Services, is volunteering with Genoa Township in Howell to help junior and senior high school students and their parents navigate the college application process. She works with them on weekends to provide information about applying to colleges and then helps them with the financial aid process.
- The College will host its second annual Education Partners Breakfast on Wednesday, March 25 at 9:00 a.m. Last year's breakfast was a huge success, drawing rave reviews and generating significant interest in the College. This year's breakfast will focus on the support services the College offers and the mechanisms we employ to help students be successful. We are expecting high school counselors, counselors from adoption and foster care agencies, and workforce partners.
- Henry Ford College is proud to be hosting the 41st annual Women's Recognition Luncheon on Friday, March 27, 2015. This year's theme is Women Leaders: Driving Our Future. This year's women panelists include Beth Chappell, Haifa Fakhouri, Lila Lazarus and Jackie Lovejoy. The event will be hosted by Dr. Brenda Hildreth and President Jensen, and the panel presentation will be facilitated by Jacqueline Lawson, HFC faculty member. All proceeds will benefit the SOS student emergency fund.

- Monday, May 4, 2015, marks the third year the Welcome Center has been open. Offering exceptional services, the Welcome Center serves as a model to which other institutions benchmark. The Welcome Center is proud to be a leader in excellent student services. To honor the anniversary, the Welcome Center will host a reception on May 4 at 2:00 p.m. on the second floor of the Welcome Center. The College community and leadership are welcome to attend.
- The entire HFC wrestling club qualified for the National Collegiate Wrestling Association (NCWA) National Championships held March 12-15 in Dallas, Texas. After only two seasons in existence, the wrestling club was able to be among 57 out of 300 D2 programs throughout the country to make it to nationals. At nationals, we ranked 27 out of 57, mostly university programs. At this time, I would like to introduce you to my teammates: Waleed Faraj, Cody Stanley, Austin Koehler, Nicholas Frazier, Darian Holmes, and Andrew Osborn. I would also like to introduce our head coach who was voted 2015 Coach of the Year for the Great Lakes Region, Mr. Grant MacKenzie. I would finally like to thank Mr. Hussein Berry for bringing wrestling to Henry Ford College and for the unwavering support of former Trustee Berry, Dr. Jensen, and members of the Board.

IV. PRESIDENT'S ITEMS

President Jensen informed Trustees that interior design display samples were available for their perusal for the Welcome Center third floor renovation project. The anticipated move in date for Financial Services and our university partners is April 20.

V. SPECIAL REPORTS

A. Accreditation Assurance – Board Report #4135 – Vice President Chadwick

Henry Ford College is currently accredited by the North Central Association of Colleges and Schools, Higher Learning Commission (NCA/HLC) and is scheduled for re-accreditation in 2015. A team of peer reviewers trained by the Higher Learning Commission will visit HFC on April 27 and 28, 2015 to determine whether the College meets the Commission's established criteria for accreditation. Re-accreditation from the Higher Learning Commission is critical to the College as it allows for the receipt of Title IV Federal Financial Aid funds.

In February, 2012, the Board of NCA/HLC finalized new criteria and a new model for accreditation that they had been working on over the prior four years. These changes come as a result of increasing pressures from the U.S. Department of Education and other external/public pressures for increased transparency and accountability in higher education. The new criteria for accreditation are:

- **Criterion One- Mission** –
 - *The institution's mission is clear and articulated publicly; it guides the institution's operations;*
- **Criterion Two- Integrity: Ethical and Responsible Conduct** –
 - *The institution acts with integrity; its conduct is ethical and reasonable;*

- **Criterion Three- Teaching and Learning: Quality, Resources, and Support –**
The institution provides high quality education, wherever and however its offerings are delivered;
- **Criterion Four- Teaching and Learning: Evaluation and Improvement –**
The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement; and
- **Criterion Five - Resources, Planning, and Institutional Effectiveness –**
The institution's resources, structures and processes are efficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

The opening sentence in the document listing the new criteria outlines the Commission's expectations by stating that "the Higher Learning Commission seeks a culture of aspiration and continual improvement rather than satisfaction of minimum requirements." In essence, the Commission now requires institutions to build systemic and systematic processes for continuous improvement. Relative to the old criteria, the new criteria place more emphasis on the following: mission and integrated planning; continuous quality improvement; and evidence and evaluation.

In 2011, HFC was chosen to be a Pioneer institution to work with the new model and criteria for accreditation. The College has already fulfilled its obligation for the Quality Initiative by participating in the Lumina Foundation's Degree Qualifications Profile (a Commission sponsored project) and, as of December 2013, moved into the assurance process – formerly the self-study.

The new process requires the College to provide an assurance argument (35,000-word maximum) as to how it meets the criteria for accreditation and to provide documentation, as evidence, that supports the argument.

The "Re-accreditation Team" was formed in December 2013 to gather evidence and create an assurance argument to be forwarded to the Commission by March 30, 2015. This cross-functional team includes faculty, staff and administrators: Reginald Best, Becky Chadwick, Rama Chidambaram, Adam Cloutier, Betsy Cohn, Lisa Copprue, Holly Diamond, Cynthia Eschenburg, Eileen Husband, Paul Fisher, Janice Gilliland, Lori Gonko, Catherine Grahl, Diane Green, Charles Jacobs, Peter Kim, Randy Knight, Tricia Llewellyn, Catherine Marsden, Jim Martini, Tracy Pierner, Gary Saganski, John Satkowski, Kim Schopmeyer, Tim Seguin, Susan Shunkwiler, and Karen Wilmering.

Team members have been working to provide narrative and supporting evidence that illustrates how the College meets the criteria for accreditation. Betsy Cohn, English and World Languages faculty member, graciously volunteered to be the main writer of the report and at numerous points throughout the process, the re-accreditation team has sought the input and advice of the entire College community.

We are currently in the process of completing the Assurance Argument and preparing for the team visit in April. Fortunately, the major theme of the January 2015

Professional Issues Conference was accreditation so we feel that staff and faculty are adequately prepared for the April visit.

Vice President Chadwick and faculty member, Betsy Cohn, outlined the numerous changes in the reaccreditation process with the Higher Learning Commission. There have been numerous changes in criteria and process from the 2005 visit. This is due to increased pressure from the US Department of Education to facilitate increased transparency and accountability. Discussion ensued on how HFC being a pilot institution, the new process, a novice review team, and a loss of institutional knowledge (almost 100 percent turnover) resulting in a lack of evidence would affect the review. Vice President Chadwick indicated that other HLC colleges and universities often are cited for these three issues: assessment, finance, and retention, persistence and graduation. She believes the commission will indicate things that need to be strengthened; however, she is confident that a strong argument has been written.

President Jensen added that the four-year substantive change accreditation visit for the Hospitality Studies and Culinary Arts program would take place after the HLC April visit.

B. Strategic Planning Online (SPOL) – Board Report #4136 – Vice President Chadwick

The College engages in operational planning on an annual basis. During this process all departments and divisions create initiatives that operationally work to meet the goals of the current strategic plan and identify staffing, technology, equipment, and other needs required to implement these initiatives, along with an estimated budget. In previous years, all operational plans were completed using Excel spreadsheets that would start at the department or division level, consolidate into unit plans, and culminate in the College Operational Plan. While this process was functional, it was cumbersome to prioritize initiatives and the plans were difficult to consolidate, manage, and share with College stakeholders. The spreadsheets also failed to provide a mechanism for linking planning with other areas of institutional effectiveness, such as assessment and accreditation. In order to engage in more focused planning that associates budgeting with carefully prioritized initiatives, the College purchased Strategic Planning Online (SPOL).

SPOL is a web-based solution that integrates four key areas of institutional effectiveness: strategic and operational planning, budget planning, assessment, and accreditation. The product was first viewed at the Higher Learning Commission's Annual Conference in 2013 by a cross-functional team of College employees representing the Committee for the Assessment of Student Learning, the Retention Committee, Information, Marketing and Effectiveness staff, and Cabinet. Although there was a strong desire to purchase the software in 2013, the College's financial difficulties delayed the purchase until May 2014.

SPOL enables each department or area of the College (referred to as Planning Units within the system) to be part of the planning and budgeting process. Planning Unit managers can develop their own operational initiatives within SPOL based on the College strategic plan, course and program assessment results, and accreditation needs, both program-specific, such as Nursing's ACEN criteria, as well as institution-

wide HLC criteria. In addition, all initiatives can be linked directly to the College budget within SPOL and approved for implementation at the department, division, unit, and College level. The product will be used to guide the College through the process of developing goals, initiatives, action items, performance projections, and results. Through SPOL, assessment and accreditation will drive planning initiatives and budget allocation within a centralized system, which will enhance collaboration and increase transparency.

Staff from the Information, Marketing, and Effectiveness department began system set-up and implementation work in May 2014 and the Planning and Budgeting modules became fully functional in time for the 2015-2016 Operational Planning cycle. College-wide staff training began in January 2015 and over ninety users have been trained from the various Planning Units to date. The Assessment module will be introduced in the winter 2015 semester and the Accreditation modules in spring/summer 2015. All current software modules will be fully functional by fall 2015. In addition, SPOL is adding a faculty credentialing module in the near future which will be used to maintain records of faculty qualifications, credentials, and certifications once it is available.

Vice President Chadwick and Coordinator of Program Improvement and Effectiveness, Dr. Lori Gonko, gave an overview on this web-based software solution which links assessment to planning and learning. Trustee Meade commented that this software was desperately needed; however, what is the downside? Dr. Gonko responded that the only thing would be the limited amount of users (120). She added that an ACCESS data base has been created to support the software which can be accessed by additional users.

C. Fall 2014 and Winter 2015 Marketing Efforts and Results – Board Report #4137 – Vice President Chadwick

Following the arrival of Dr. Jensen to HFC in 2013, discussions began regarding a new marketing effort designed to help spur enrollment and public awareness of the institution's exceptional academic, career and corporate training efforts. At the time, enrollment continued to decline, and projections for fall 2013 and winter 2014 were low. Discussions regarding a new marketing effort focused on the provisioning of a scientific marketing research effort that comprised responses and information from community members, corporate partners, current students, alumni, donors, faculty and staff and prospective students to help establish a new brand and inform a new marketing strategy. HFC released a competitive RFP to firms in December 2013 with expertise in university and community college marketing, and received numerous bids. The College selected Interact Communications based in Onalaska, Wisconsin, a firm with many successful years of experience in scientific marketing research and strategy efforts for community colleges throughout the U.S.

Following several months of research conducted by Interact and in conjunction with the Office of Marketing and Communications, HFC leadership approved FutureDriven as the College's new marketing brand. The College announced the new brand and new College name during the May 2014 75th Anniversary Gala. With a projected enrollment decline of eight percent for fall 2014, the College deployed a seven-pronged marketing communication strategy that began in July 2014. This strategy

helped close the eight percent decline and actually led to an enrollment increase of almost one percent. For winter 2015, the College also faced a projected decline of eight percent. However, through marketing efforts across the College in partnership with numerous departments and personnel, HFC closed this gap to a two percent decline, which is less than the three percent decline estimated for College budgeting purposes and represents one of the lowest reported declines among all twenty-eight community colleges in the state. Additionally, two encouraging signs for winter are that winter applications increased 10.15 percent over last year, and admitted students increased 9.5 percent over last year. In total, the College reached more than twenty million individuals through the fall 2014 and winter 2015 marketing campaigns.

As of this date, less than one year has passed since the launch of the new College name and marketing brand. The Office of Marketing and Communications anticipates greater enrollment increases as the brand takes deeper hold in the market place, and as the College continues to refine opportunities to spur student success.

Vice President Chadwick introduced the Director of Marketing and Communications, Gary Erwin who presented on marketing efforts and results. Mr. Erwin stated that efforts were geared toward first time in any college (FTIAC) students. He added that the results were also due to efforts by enrollment and IT departments as well as CPI teams.

D. Accelerated Learning Program (ALP) – Board Report #4138 – Vice President Pierner

The Division of Communications is excited to announce that it will be expanding the Accelerated Learning Program (ALP) in Developmental English. This option allows students to take ENG 093 at the same time as ENG 131. Because the Developmental Reading instruction is embedded in the course, ALP also allows students to skip ENG 081. Students save both the tuition from that class as well as an extra semester of coursework.

ALP is a developmental writing concept that started in the Community College of Baltimore County system approximately ten years ago. The research since the start has shown that ALP significantly improves the success rates of students who are placed in Developmental English classes. In response to this research, several English instructors pushed to bring ALP to Henry Ford College. ALP started as a pilot program two years ago; for the last four Fall and Winter semesters, HFC has offered between five and six sections. Initially, it was part of a grant program, in cooperation with the Michigan Center for Student Success, that covered the expenses of instructor training as well as other expenses in designing and initiating the program. HFC is one of several college in Michigan that offers ALP, and one of three or four Michigan community colleges that will be scaling up to more than ten sections per semester.

All students who place into ENG 093 (Compass Writing Score of 18-77) and ENG 081 (Compass Reading Score of 51-82) are eligible for ALP. These students are required to take specially identified sections of ENG 131 and ENG 093, which are taught by the same instructor in a learning community model, and the ENG 093 class then acts as a direct, contextualized support for the ENG 131 class. When an advisor or counselor meets with a student who wishes to join ALP, that advisor or counselor contacts Jennifer Ernst, the Associate Dean for the Communications Division. Ms.

Ernst verifies the scores and the seats available in the ALP sections and sends a request to the Registrar to enroll the student in both classes. Students who enter the ALP program are required to sign a contract indicating they understand that failing ENG 093 means that they cannot pass ENG 131 either. Moreover, students who do not successfully pass both courses are then required to take ENG 081 as well.

Instructors who wish to teach in the ALP program must be qualified and experienced in teaching both ENG 093 and ENG 131. Because ALP requires that students meet additional learning objectives in reading, study skills, and other areas of college success, instructors of these courses are also required to participate in specialized training. Five full-time instructors will be participating in the state training conducted by the Michigan Center for Student Success later this month. Two others have participated in the national ALP conference. Additionally, the Communications Division will be holding a workshop specifically designed for ALP instructors.

The data for this program seems to speak for itself. In the control group for students who were placed in ENG 093 for the past two years, the pass rate for ENG 093 is between 56 percent and 60 percent. The pass rate for ALP students in ENG 093 started at 77 percent for the first year of the program and moved to 82 percent for the first half of this year. More astonishing are the statistics for ENG 131. Approximately 65 percent of students who placed in ENG 131, either through the Compass test or by taking and passing developmental classes, passed that course. However, this data does not take into account all of the students who enrolled in ENG 093 and did not pass that course or chose not to take that course, approximately 1,299 students or 51 percent of the students who enrolled in ENG 093. This means that only about 31 percent of the students who enroll in ENG 093 can expect to pass ENG 131 within a year. In contrast, 75 percent of the ALP students passed ENG 131. Finally, the data shows that ALP students pass ENG 132 at an equal rate to students who took more traditional routes. However, the data also shows that 41 percent of ALP students complete ENG 132 within a year versus a meager 14 percent of students who placed into ENG 093 and did not participate in ALP. ALP offers a persistence rate worth replicating.

For the fall 2015 semester, the ALP program is expanding to fifteen sections, including an evening section. More sections may be added throughout registration to meet demand. The faculty curricular committees, Developmental Writing and ENG 131, will continue to explore ways to make ALP function more smoothly and move the majority of students toward the accelerated model. Additionally, the committees will look for ways to enroll students that are more consistent with the functions in HANK and less burdensome administratively.

Vice President Pierner introduced faculty member, Jennifer Ernst, who provided a snapshot of how the ALP works. She then introduced Dr. Peter Kim, who was instrumental in procuring a grant for the program and presented pass rate comparisons with traditional English classes. Faculty member, Angela Hathikhanavala, shared great success stories on students in her ALP cohort classes. Michael Hill, English faculty member, spoke on how his ALP writing cohort allows for human pedagogy in addition to writing and helps them to overcome class anxiety. Trustees were very enthusiastic in regard to the program and look forward to a report a year from now on the expansion of the program.

VI. DISCUSSION ITEMS

A. Proposed 2015-2016 (FY2016) Tuition Adjustment for Summer Semester – Board Report #4139 – Vice President Satkowski

As the College continues to progress through its financial challenges during 2015-2016, there are many opportunities and program enhancements that need to be addressed. With enrollment stabilizing, state aid continuing to be relatively flat, and increased property tax revenues being earmarked to re-establish reserves, a tuition increase is being recommended for 2015-2016.

In reviewing the College's revenue components of state appropriations, property tax revenue, and tuition, it is noted on Attachment 1 that revenues have increased by only 11.66 percent with in-district tuition and 7.40 percent with out-of-district rates compared to an inflation rate of 12 percent since FY2010. This phenomenon is not unusual for higher education since over the six year period since FY2010, state appropriations have increased by only 4.03 percent and property taxes have decreased, on the initial 3 mills at the College, by 29.2 percent. Tuition has made up some of the difference in the lack of funding from the state and property taxes. However, the College has attempted to minimize tuition increases as much as possible and did not increase tuition in FY2015.

In comparing the College's rates with others (Attachment 2), based upon 2014-2015 rates, Henry Ford College's in-district tuition rate of \$87 is the 26th lowest out of 28 colleges, the out-of-district rate is 18th, and the out-of-state/international rate is the 27th lowest.

Therefore, with the College's position in tuition compared to others and since no tuition increase took place in 2014-2015, it is recommended that rates be adjusted as follows:

	Current	Recommended	Percentage (over 2 yrs)
In-District	\$ 87.00	\$ 92.00	5.7%
Out-of-District	\$149.25	\$158.00	5.8%
Out-of-State	\$154.25	\$225.00	45.9%
International	\$154.25	\$225.00	45.9%

These rates would place Henry Ford College's rates at 19th, 15th, and 10th for in-district, out-of-district, and out-of-state/international respectively compared to FY2015 rates. However, per MCCBOA surveys, most colleges will be increasing rates in FY2016. It should also be noted that Henry Ford College is one of only nine colleges that charge for tuition based on credit hours versus contact hours. Contact hour charging costs students more since contact hours exceed credit hours in a number of classes.

Vice President Satkowski spoke on how the tuition increase would assist in additional funding necessary for the budget due to the extremely limited geographical tax base area as well as the declining state appropriations. Trustee Lane stated that nowhere did she see a statement that we have to do this or we will go broke. She expressed

concern over the skyrocketing education costs and student debt burden. She added that she felt we should not raise tuition because we can, only raise it because we must. She requested more information on the average student debt burden and employment rates for students coming out of HFC, how much the increase will garner in budget revenue, and why not switch to contact hours. Vice President Satkowski said that a change to contact hour tuition would raise the cost for students substantially more than what is being proposed in certain programs. Chair Schoelles stated that even with proposed tuition increase we were still in the middle of the pack and it costs to have a valuable education. Trustee Bazzi added that even with the increase we were still below the rate of inflation. Trustee McDonald asked for a report historical tuition rates.

Moved that the motion to extend the meeting fifteen minutes offered by Trustee McDonald and supported by Trustee Petlichkoff with a unanimous roll call attached, be approved.

B. Tuition Rates for Out-of-District Dual Enrollment Students and Third-Party Payers – Board Report #4140 – Vice President Satkowski

As the College continues to expand its Dual Enrollment and Third Party for Credit programs, a number of out-of-district schools have expressed having dual enrollment students take classes at the College, but at rates less than the current out-of-district rates if they can guarantee a minimum number of credit hours per semester for their students. The same request has been made by third-party payers (i.e. Chrysler, Ford) who pay for students who work at out-of-district facilities.

Therefore, we are proposing that out-of-district rates be reduced by \$44 per credit hour if a minimum number of 140 credit hours of instruction are agreed to in a Memorandum of Understanding (MOU) for each semester. If the minimum is not met, then the regular out-of-district rate would be charged.

The attached memorandum identifies this proposal as well as a number of other proposals that relate to “space” rental and “instruction” payments when the school district provides space and instruction. The space rental and instructional payments are for your information.

In addition, the attached memorandum also discusses tuition for in-district third-party payers for their employees who attend the College for credit classes. Those in-district companies pay local property taxes, therefore, all of their employees will be charged in-district rates.

C. Tuition Rates for the Culinary Program Four-Year Degree for 300 and 400 Level Classes – Board Report # 4141 – Vice President Satkowski

With the opportunity to offer a four-year degree in the Hospitality Studies and Culinary Arts program, tuition rates for level 300 and 400 level classes will need to be established to adequately operate the program. After reviewing the cost to add the third and fourth years of the program, it has been determined that tuition rates for completing the four-year degree should be established as follows:

In-District	\$194.00
Out-of-District	\$258.00
Out-of-State/International	\$345.00

It has been determined that the College should retain an in-district rate for its residents due to the local support received from the community. These rates have been compared to rates for institutions that provide four-year degrees and the out-of-district rate is less than the rates charged by four-year institutions.

VII. ACTION ITEMS

A. Citizen Participation

John McDonald, President AFT 1650, spoke on his request for information regarding tuition increase.

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Trustee Bazzi and supported by Trustee Petlichkoff was adopted with unanimous approval attached to move that action items 1 through 13, with the exception of action item 12, be approved as recommended.

FINANCE

1. Addendum to Financial Institution Designations and Practices Resolution – January 20, 2015 Board Report #4127 – Vice President Satkowski

Background Information: At the January 20, 2015 Board of Trustees meeting, Board Report #4127 provided information on Financial Institution Designations and Practices. Listed within the report were financial institutions designated as depositories. We are requesting an addendum to this list by adding Morgan Stanley with a maximum amount of \$50,000,000. Morgan Stanley provides investment opportunities within the guidelines established by the State for securities in which community colleges can invest.

Moved that the addendum to add Morgan Stanley with a maximum amount of \$50,000,000 to the Financial Institution Designations and Practices Resolution – January 20, 2015 Board Report #4127 be approved.

BIDS AND CONTRACTS

2. Library Roof Replacement – Section C – Board Report #4142 – Vice President Satkowski

Moved that the award of a contract to Royal Roofing Co., Inc. in the amount of \$228,000 for the Library Roof Replacement project, in accordance with the specifications of Sealed Bid #15972, Section C, be approved.

3. LTC Data Center Computer Room Air Conditioner – Board Report #4143 – Vice President Satkowski

Moved that the award of a contract to CSM Mechanical, LLC in the amount of \$76,690 for the LTC Data Center Computer Room Air Conditioner project, in accordance with the specifications of Sealed Bid #15975, be approved.

4. Walk-in Refrigerator/Freezer – Board Report #4144 – Vice President Satkowski

Moved that the award of a contract to Chrysler & Koppin Company in the amount of \$69,000 for the purchase of two custom, walk-in refrigerators/freezers, in accordance with Chrysler & Koppin's quote dated January 13, 2015, be approved.

5. Steelcase Furniture, Welcome Center Third Floor – Board Report #4145 – Vice President Satkowski

Moved that the award of a contract to Lincoln Office Solutions in the amount of \$75,175.05 for the purchase and installation of Steelcase furniture for the Welcome Center Third Floor, in accordance with Quote #8991 dated February 26, 2015, be approved.

6. Economic Impact Study and Environmental Scan – Board Report #4146 – Vice President Satkowski

Moved that the award of a contract to Economic Modeling Specialists International in the amount of \$38,075 to conduct an economic impact study and an environmental scan analysis, in accordance with proposals dated February 13, 2015 and February 27, 2015, be approved.

7. Consulting and Architectural Services, Master Planning Project – Phase 2 – Board Report #4147 – Vice President Satkowski

Moved that Change Orders #1 and #2 to Stantec Architecture in the total amount of \$35,500 for additional work required to complete the Master Planning Project – Phase 2, in accordance with Stantec's proposals dated February 13, 2015, be approved.

HUMAN RESOURCES

8. Staff Recommendations – Vice President Eschenburg

Moved that the staff recommendations, as presented in Board Report #4148: Retirement A-9; Appointment B-9; and Change in Classification C-9; and Other Severance (D-9) (supplement Action Item #13), be approved.

9. Director, Labor and Human Resources – Vice President Eschenburg

Moved that the appointment of Mr. William Lodge to the position of Director, Labor and Human Resources at Grade 4, Step 6, of the 2014-2015 Exempt Administrative Salary Schedule, effective March 30, 2015, be approved.

10. HR Assistant, Human Resources – Vice President Eschenburg

Moved that the appointment of Ms. Cynthia Cialone to the position of HR Assistant, Human Resources at Grade 9, Step 2, of the 2014-2015 Exempt Administrative Salary Schedule, effective TBD, be approved.

11. Manager, Campus Safety – Vice President Eschenburg

Moved that the appointment of Ms. Karen Schoen to the position of Manager, Campus Safety, at Grade 6, Step 2, of the 2014-2015 Henry Ford College Administrators' Association Salary Schedule, effective March 1, 2015, be approved.

BOARD ADMINISTRATIVE SERVICES

12. Calling for a Closed Session – Chair Schoelles

Moved that the motion to enter into a closed session to consider material exempt from discussion or disclosure by state or federal statute, per Section 8 (h), offered by Chair Schoelles and supported by Trustee Meade with the following roll call attached: Ayes: Trustees Bazzi, Lane, McDonald, Meade, Petlichkoff and Chair Schoelles (6); Nays (0); Absent (1), be approved.

VIII. BOARD OF TRUSTEES BUSINESS

A. Board Member Reports

None

B. Requests for Information and/or Future Agenda Items

None

C. Board Member Commentary

None

IX. ACKNOWLEDGEMENT OF CORRESPONDENCE

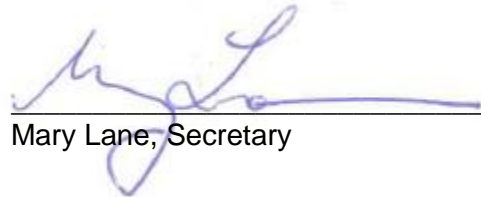
None

X. FUTURE MEETING DATES

- A. Monday, April 13, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Monday, April 20, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.
- C. Monday, May 11, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- D. Monday, May 18, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

XI. ADJOURNMENT

Meeting adjourned at 10:07 p.m.



Mary Lane, Secretary