

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
April 17, 2023**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, April 17, 2023, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:01 p.m. by Chair Thorpe.

ROLL CALL

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

II. APPROVAL OF MINUTES

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

- Regular Board of Trustees Meeting – March 20, 2023
- Board of Trustees Policy Committee Meeting – March 2023

III. RECOGNITION AND ACKNOWLEDGEMENTS

Vice President Diamond thanked the Women's Recognition Luncheon Committee for the outstanding job they did on the luncheon this year. She also recognized the following award winners:

- Staff – Valencia Purry
- Faculty – Dr. Deborah Zopf
- Administrator – Karen Sadanowicz
- Gene Brazell Community Role Model Award – Kristine Donahue

Vice President Diamond introduced Rochelle Taylor, HFC Athletic Director, who provided the following athletic acknowledgements:

- The HFC softball team has been selected to play on the NJCAA Game of the Week, to be aired on Saturday, April 22 on ESPN+. The Hawks will play

St. Clair County Community College in Port Huron for a double-header at 1:00 p.m. and 3:00 p.m.

- The men's basketball team has completed a history-making season, finishing as the MCCA Eastern Conference Champions with a perfect 14-0 conference record. The team also won the MCCA Championship, and for the third straight year, won the NJCAA Great Lakes District B Championship. The Hawks finished with a sixth place finish in the NJCAA Division II Men's Basketball Championship in Danville, Illinois and accumulated a 28-6 overall record. The team coaches:
 - Completing his third season, assistant coach James Payne
 - Completing his fourth season, assistant coach Kirk Bradley
 - Completing his sixth season, head coach Chris Shepard. Coach Shepard has led three teams to the NJCAA National Championship with two Elite Eight appearances in the past three years. He is a three-time Eastern Conference COTY, two-time MCCA COTY and three-time NJCAA Great Lakes District COTY. He has accumulated 130 wins in his 6 years as a head coach. Coach Shepard has coached two Eastern Conference POTY, three FOTY, and one Defensive POTY. He has also coached five NJCAA All-Americans in the last four years. As context, Henry Ford has only produced a total of ten men's basketball All-Americans in its history, with the first two being awarded in 1959. Not counting this year's team members, Coach Shepard is responsible for 17 players receiving scholarships to play at four-year institutions all over the country. And this year, his team accumulated a 3.02 team GPA for the Fall 2022 semester.

Hawks basketball team members:

- From Detroit, Malachi Balack, Hawks Academic Team honors for Fall, 22
- From Detroit, Ron Hill, Hawks Academic Team honors for Fall 2022
- From Detroit, Marcus Gibbs, Honorable Mention All-Eastern Conference, Hawks Academic Team honors for Fall 2022
- From Detroit, Caleb Bates, Second Team All-Eastern Conference
- From Warren, Tyler Mack, Great Lakes District B All-Tournament Team, Third Team All-Eastern Conference, Hawks Academic Team honors for Fall 2022
- From Detroit, Curtis Jackson, All-Region, All-MCCA, First Team All-Eastern Conference, Hawks Academic Team honors for Fall 2022
- From Detroit, D'Juan Seal, NJCAA Second Team All-America, NJCAA Division II Men's Basketball National Championship All-Tournament Team, Great Lakes District B Tournament MVP, All-Region, All-MCCA, First Team All-Eastern Conference, Player of the Week, Hawks Academic Team honors for Fall 2022
- From Pontiac, D'Quarion Cole, NJCAA First Team All-America, Great Lakes District B All-Tournament Team, Eastern Conference Player of the Year, All-Region, All-MCCA, First Team All-Eastern Conference,

Eastern Conference All-Defensive Team, five time Player of the Week,
Hawks Academic Team honors for Fall 2022

IV. PRESIDENT’S ITEMS

- Wished those practicing the Islam faith, Ramadan Mubarak
- Acknowledged April as National Arab American Heritage Month
- Introduced Dr. Calvin Harvell, Coordinator of the Black Male and QUEENS Focus Group. Dr. Harvell provided an update on what he is doing to help with one of the main goals on the strategic plan to help students in the African American community find both access and success at HFC. One of the events that Dr. Harvell coordinated along with Chardin Claybourne and Dr. Delores Matthews was the fourth annual Black Male Retention, Success and Best Practices Conference held on April 7. This conference had over 230 participants from 18 universities and other community organizations. An additional event, the second annual Excellence of the Black Woman Essence Conference was held on November 11 with over 467 participants from 15 universities. A ceremony for the BMQFG graduates will be held on Wednesday, April 26, in the ASCC atrium.
- President Kavalhuna provided updates on the following events:
 - Rotary Club of Dearborn 100th Anniversary Gala
 - HFC Hawk Talks
 - Senator Stabenow HFC Campus Visit
 - MCCA Community College Day
 - 5101 Scholarship and 50th Anniversary Dinner
- Wished Vice President Nealon a Happy Birthday.
- Announced that there will not be a May HFC Board of Trustees meeting

V. DISCUSSION ITEMS

- A. Proposed Winter 2023 Technology Investment Fund Projects – Board Report #4694
Vice President Satkowski

Project Director/ Division Department	Nature of Request	Approved Funding
Rochelle Taylor Athletics	<p>Student-athletes are required to fulfill many eligibility requirements that hold them to a higher standard than many other students at the college.</p> <p>Our student-athletes strive to accomplish these requirements as they commit to team practices of at least two hours daily and a rigorous competition schedule that includes travel throughout Michigan and neighboring</p>	\$14,557

	<p>states.</p> <p>As an Athletic Department that prioritizes academic success above athletic success, we believe it is vital to have the resources necessary to help students remain current with assignments and projects, and to have dedicated study time.</p> <p>The study area for student-athletes will provide a dedicated study and tutor space in the Athletics Memorial Building to promote and encourage academic success for student-athletes.</p> <p>What is requested: One (1) HP LaserJet Enterprise printer, M430f Monochrome - \$691.17 Twelve (12) Acer TravelMate P2 NX VPVAA - \$9,180.00 Four (4) Desktop systems - \$4,303.80 Twelve (12) Voova Laptop Bags - \$381.48</p>	
Scott Barnett Math	<p>This project upgrades the projection technology available in the 14 classrooms which Math classes are usually scheduled. Audio-visual equipment and related items would be purchased and installed. We wish to upgrade the document cameras, projectors, speakers, and instructor stations (which support placement and cabling/electrical for equipment).</p> <p>A Ladibug document camera, LCD laser projector, speakers, a switcher, and an instructor podium, along with related equipment (mounting plates, lockdowns, etc.) would be purchased and installed. We propose this project in large part because our current projection equipment is dim--often requiring that classroom lights be turned off in order to be seen--and breaks frequently.</p> <p>We submitted an overall request for both classroom technology and furniture as part of our 2023-2024 operational plan, and this is the classroom-technology piece of that request.</p> <p>The items to be purchased will be installed in classroom ceilings or on instructor stations (ideally the requested new podiums, which would generally replace existing instructor tables in their current locations) in rooms G-112, G-129, G-207, G-209, G-211, G-213, G-217, G-219, G-221, K-124, K-225, K-226, K-228, and K-229.</p> <p>Each room will have similar equipment, but not necessarily the same equipment: Instructor Podium, Ladibug Doc Cam, Ladibug Doc Cam Lock, Projector, Projector Mount, Project Screen + Bracket, Amplifier + Speakers, Switching Equipment, Various Equipment, and Electrical Upgrades.</p>	\$153,000
Jesse Mason, Jeremy Adelman, Paul Root/	<p>This initiative seeks to provide students with modern Physics laboratory equipment and technology commonly used by industry and four-year institutions. Updating our</p>	\$93,822

<p>Science</p> <p>Jesse Mason, Jeremy Adelman, Paul Root Science</p>	<p>laboratory equipment will provide students with new and enriched learning opportunities that our current equipment does not allow. This initiative is requesting laptop computers, e/m apparatuses, electrical multimeters, and spectrosopes. We are seeking to update our laptop computers as many are broken and the few working computers left are very old. We currently have just two e/m apparatuses (for reproducing Thomsen's famous electricity and magnetism experiment) and they are over fifty years old and sorely in need of replacing.</p> <p>We are seeking to not only update these apparatuses but to purchase enough of them so students will no longer need to take turns (waiting in some cases for a half hour for their turn) with the equipment. Likewise, our multimeters (for making electrical measurements) are decades old and failing irreparably at an accelerating pace.</p> <p>We currently do not have enough for everyone in the lab to have to use so we are seeking to increase the quality and quantity of our multimeter collection. Lastly, we have a single professional spectroscope for a class to use (for analyzing light in lab). We are seeking to increase that number to one spectroscope per lab group.</p> <p>The e/m apparatuses will be used by all students taking PHYS-132 and PHYS-232. The multimeters will be used by all students taking PHYS-132, PHYS-133, and PHYS-232.</p> <p>The spectroscopes will be used by all students taking PHYS-132, PHYS-133, PHYS-232, PSCI-135, ASTR-131, and ASTR-133.</p> <p>The laptops will be used by all students taking PHYS-131, PHYS-132, PHYS-133, PHYS-231, PHYS-232, PSCI-135, ASTR-131, and ASTR-133.</p> <p>This proposal will involve students in the Science Program, Chemistry Program, Pre-Engineering Program, and any other student selecting a Physics or Astronomy course as part of their MTA satisfying degree requirements.</p>	
	Total Funds	\$261,379

The Technology Investment Committee held an open meeting on March 24, 2023 to hear presentations from schools/departments requesting funds. The fund beginning balance for the Winter 2023 meeting was \$302,372. With the holding of 10% in case of overages, there is \$272,135 available for projects. The committee recommended these three proposals for funding. The projects have also been reviewed and approved for funding by the College

administration. The total value of these recommended TIF projects is \$261,379.

**B. Proposed Fiscal Year 2023-2024 Budget – Board Report #4695
Vice President Satkowski**

Henry Ford College Fiscal Year 2023-2024 Board of Trustees General Fund Report With Original Budget (SUMMARY)					
	FY2022-2023 Adopted Budget	Change From Adopted to FY23-24	FY2022-2023 Adjusted Budget	Change From Adjusted Budget to FY23-24	FY 2023-2024 Original Budget
Revenues					
Tuition and Fees	\$ 49,107,000	\$ (1,145,000)	\$ 46,907,000	\$ 1,055,000	\$ 47,962,000
Local Property Taxes	\$ 15,619,000	\$ 313,000	\$ 15,619,000	\$ 313,000	\$ 15,932,000
State Appropriation	\$ 28,885,000	\$ 1,062,000	\$ 29,385,000	\$ 562,000	\$ 29,947,000
Other Revenue	\$ 885,000	\$ 1,251,000	\$ 1,585,000	\$ 551,000	\$ 2,136,000
Total Revenue	\$ 94,496,000	\$ 1,481,000	\$ 93,496,000	\$ 2,481,000	\$ 95,977,000
Expenditures					
Instruction	\$ 34,947,281	\$ 118,441	\$ 34,547,282	\$ 518,441	\$ 35,065,723
Administration	\$ 15,996,529	\$ 1,353,167	\$ 15,096,529	\$ 2,253,166	\$ 17,349,695
Physical Plant	\$ 2,706,365	\$ 48,713	\$ 2,506,364	\$ 248,714	\$ 2,755,078
Employee Benefits	\$ 23,384,281	\$ 601,834	\$ 23,384,281	\$ 601,834	\$ 23,986,115
Total Personnel Costs	\$ 77,034,456	\$ 2,122,155	\$ 75,534,456	\$ 3,622,155	\$ 79,156,611
Purchased Services	\$ 6,322,306	\$ 92,716	\$ 6,572,306	\$ (157,284)	\$ 6,415,022
Materials and Supplies	\$ 2,446,619	\$ (164,062)	\$ 2,426,619	\$ (144,062)	\$ 2,282,557
Rent, Utilities, and Insurance	\$ 2,637,089	\$ (497,352)	\$ 2,637,089	\$ (497,352)	\$ 2,139,737
Operating Expenses	\$ 1,604,960	\$ 199,898	\$ 1,604,960	\$ 199,898	\$ 1,804,858
Mandatory transfers	\$ 3,707,626	\$ (619,355)	\$ 3,707,626	\$ (619,355)	\$ 3,088,271
Capital Expenses	\$ 679,944	\$ 170,000	\$ 649,944	\$ 200,000	\$ 849,944
Total Expenditures	\$ 94,433,000	\$ 1,304,000	\$ 93,133,000	\$ 2,604,000	\$ 95,737,000
Total Revenues	\$ 94,496,000	\$ 1,481,000	\$ 93,496,000	\$ 2,481,000	\$ 95,977,000
Excess Revenues/(Expenditures)	\$ 63,000	\$ 177,000	\$ 363,000	\$ (123,000)	\$ 240,000

Vice President Satkowski introduced Bryan Bame, Associate Director of Budget, who provided a PowerPoint presentation on the Proposed Fiscal Year 2023-2024 Budget.

VI. ACTION ITEMS

A. Citizen Participation

Cathy Gangarossa, faculty advisor for the Student Nurse Association (SNA), congratulated Trey Harpole, a third semester HFC nursing student, who was elected to a national position as a Director and Chair of the Elections Committee during the National Student Nurse Association Conference. Ms. Gangarossa also introduced Christie Buck, faculty co-advisor of the SNA, and Misty Russell, an HFC nursing student who is a State Officer and Communications Director.

B. Special Consideration of an Action Item

Item 7 pulled for a roll call vote.

C. Action to Approve Action Items

Motion to approve action items numbered 1 through 6 and 8 offered by Trustee McDonald, supported by Trustee Berry, passed with a unanimous vote attached.

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

Motion to approve action item 7 offered by Trustee Petlichkoff, supported by Trustee McDonald, passed with the following roll call vote attached: Ayes – Trustees Berry, D’Ambrosio, McDonald, Petlichkoff, Watts, and Chair Thorpe; Nays – Trustee Mozip.

BIDS AND CONTRACTS

1. Landscape Maintenance Services – Board Report #4696
Vice President Satkowski

Moved to approve a contract award to DJ’s Landscape Management, Inc. for \$94,575.00 for Landscape Maintenance Services for the 2023 growing season, as requested by Facility Services in accordance with the specifications of Sealed Bid #22483.

2. Cisco IP 8811 Series Phones – Board Report #4697
Vice President Satkowski

Moved to approve a contract award to Sentinel Technologies for \$71,700.00 for (three hundred) Cisco IP 8811 Series Phones, as requested by Information Technology Services, in accordance with the specifications of Sealed Bid #22503.

3. Palo Alto Enterprise Firewalls with 3-Year Licenses – Board Report #4698
Vice President Satkowski

Moved to approve a contract award to AmeriNet for \$547,013.53 for two Palo Alto PA-5250-AC Enterprise Firewalls and associated three-year security software and support subscriptions as requested by the Information Technology Services department, in accordance with Quote #QUO-20480-D6V8G2 dated April 11, 2023.

4. Contract Bid Thresholds – Board Report #4699
Vice President Satkowski

Moved to approve changes in dollar limits for Micro Purchases or Small Purchases, Request for Quotations, and Competitive Sealed Bids to the limits defined in the current version of Dearborn Public Schools Guideline 6320.

HUMAN RESOURCES

5. Director of Nursing, School of Health and Human Services
Vice President Gonko

Moved to approve the appointment of Trinalynn Moore, to the position of Director of Nursing, School of Health and Human Services, at Grade 4, Step 12, of the 2022-2025 HFC Administrators' Association, Local 71, Salary Schedule, effective TBD.

6. SSA Employee Unpaid Extended Health Leave
Vice President Gonko

Background information: A member of the Support Staff Association (SSA) has requested additional time be granted on a previously Board-approved unpaid extended health leave. The employee meets the SSA Collective Bargaining Agreement's requirements outlined in Article 19 for this unpaid extended health leave provision, which also states "leave extensions will be granted only upon recommendation of the President and approval of the Board of Trustees." (Article 19.B.1.a, p. 27)

Moved to approve the request of a member of the Support Staff Association (SSA) for an additional unpaid extended health leave for a period not to exceed four and a half months from this date based on the employee's healthcare provider's expected date of the employee's return to work, and in accordance with the recommended guidelines for extended leaves.

BOARD-ADMINISTRATIVE SERVICES

7. 2023-2024 (FY2024) Tuition Adjustment
President Kavalhuna

Moved to approve the tuition rates for in-district students at \$111.00, out-of-district students at \$194.00, and out-of-state/ international students at \$281.00 for fiscal year 2023-2024 (beginning with the 2023 Fall Semester).

Trustee Mozip stated that tax base revenue stream will not change and he

has, in the past, asked to look at the possibility of increasing the tax base area for the College. He asked for a legal opinion and a study session on this issue, however, it is not gaining any traction. He asked that this be looked into again rather than raising tuition.

8 Board of Trustees Policy Updates
Trustee Watts

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

- System of Accounting
- Audit
- Trust and Agency Fund
- HFC Foundation

Moved to approve the changes to the following policies:

- System of Accounting
- Audit
- Trust and Agency Fund
- HFC Foundation

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Trustees received an invitation to the Nursing Pinning Ceremony on Friday, May 5, 2023.

Chair Thorpe reminded the Trustees to complete their security items as directed by an email sent to College employees.

B. Board Committee Reports

Trustee Watts reported that the Policy Committee: 1) made a couple of corrections to the Conflict of Interest policy draft, 2) feels that the legal opinion memo on the question from the DPS study session on regarding the scheduling of organizational meetings needs some clarifications on sub-categories, and 3) are working on a lengthy comparison of DPS and HFC bylaws. Trustee Watts added that bylaws will be categorized into three areas, one of which will be to separate bylaws and add them to the BOT operating manual. She added that they are trying to keep bylaws a reasonable length (five pages, depending on red lining). If in a given month the policy/bylaws are heavier/lengthier, she will give advance notice to avoid possible conflicts by rescheduling. Two additional items discussed: Code of Conduct for the Board of Trustees and Board

Member Opportunities and Expectations.

Trustee Berry asked Trustees to complete the Presidential Performance Appraisal by the end of the week.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Chair Thorpe reported that the DPS continue to work on their 30-year plan and need an additional meeting date which is difficult to identify during this busy season. Therefore, the regularly scheduled HFC Board of Trustees meeting scheduled for May 15 will be utilized as a DPS special meeting. Necessary HFC action items will be added to the agenda for the regular DPS Board of Education meeting scheduled on May 8.

Trustee McDonald stated that the Women's Recognition Luncheon was a fabulous event and the 50th anniversary culinary event room set-up was "wow" and the students did a wonderful job.

President Kavalhuna congratulated Chair Thorpe and his entire family on participating in the Martian Race. Chair Thorpe ran the 10K.

President Kavalhuna informed the Trustees that Vice President Best will organize the naming process for the John McDonald Student and Culinary Arts Center and the Rick Goward Band Room.

President Kavalhuna announced that commencements will be held on May 6 and Dearborn Mayor Abdullah Hammoud and Lt. Governor Garlin Gilchrist will address the graduates.

President Kavalhuna introduced Sam Bazzi, math faculty member, and his daughter, Sara Bazzi, who works for Congresswoman Rashida Talib.

Chair Thorpe stated that in regard to the tuition action item, he feels that those who use the facilities should pay for the facilities, which will then garner appreciation.

Chair Thorpe congratulated all those graduating in May.

VIII. FUTURE MEETING DATES

A. Monday, May 8, 2023, P-12 Board of Education Meeting, 7:00 p.m. at the

Administrative Service Center in the Frank Franchi Board Room.

- B. Monday, May 15, 2023, P-12 Study Session, 6:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room
- C. Monday, June 5, 2023, P-12 Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- D. Monday, June 12, 2023, HFC Board of Trustees Policy Committee Meeting, 6:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- C. Monday, June 12, 2023, HFC Board of Trustees Meeting, 7:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room.

IX. ADJOURNMENT

Motion by Chair Thorpe was unanimously approved by those members present that the meeting be adjourned at 8:12 p.m.

Irene Watts, Secretary